

Professional Transportation Bulletin

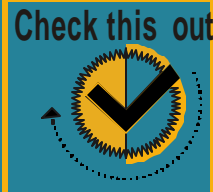
PTB 165

August 09, 2012

**Statements of Interest are due before 12:00 p.m.
on August 30, 2012
Selection Date: October 24, 2012**



Help?
INFORMATION



Illinois Department of Transportation
2300 South Dirksen Parkway, Springfield, Illinois 62764

IMPORTANT NOTICE PROFESSIONAL TRANSPORTATION BULLETIN REVISIONS

Selection Date: October 24, 2012

The following revisions have been made to this Professional Transportation Bulletin. If you downloaded the bulletin prior to the noted revision date, you should incorporate the revisions or download and use a new copy of the bulletin.

REVISION DATE: There are no revisions as of August 9, 2012.

State Of Illinois Contact Information

Department Of Transportation
2300 South Dirksen Parkway
Springfield, Illinois 62764

The Transportation Bulletin is the official Illinois Procurement Bulletin for the Illinois Department of Transportation as authorized by Section 15-1 of the Illinois Procurement Code, 30 ILCS 500/15-1. It is available on **IDOT's WEBSITE** at <http://www.dot.il.gov>.

Professional Transportation Bulletin

The Professional Transportation Bulletin Contains information pertaining to the advertisement for offers of interest for professional services for Department of Transportation projects.

Questions concerning this Bulletin should be directed to:

Carrie Kowalski

Consultant Unit Chief

E-mail: Carrie.Kowalski@illinois.gov

Phone: 217-782-6916

Or mailing address:

Bureau of Design and Environment
2300 South Dirksen Parkway
Attn: Consultant Unit
Room 330
Springfield, IL 62764

Tentative Schedule For Professional Transportation Bulletins

ACTIVITY	PTB 166	PTB 167	PTB 168	PTB 169	PTB 170	PTB 171	PTB 172
PUBLISH PTB	11/08/2012	02/07/13	05/02/13	08/08/13	11-14-13	02-06-14	05-01-14
***STATEMENTS OF INTEREST ARE DUE	11/29/2012	02/28/13	05/23/13	08/29/13	12-05-13	02-27-14	05-22-14
SELECTION MEETING	01/23/2013	04/24/13	07/17/13	10/23/13	01-29-14	04-23-14	07-16-14

***** STATEMENTS OF INTEREST FOR THE CURRENT PTB MUST BE RECEIVED BETWEEN, Publish Date 8-09-12 & 8-30-12 (12:00 P.M. NOON)**

STATEMENTS OF INTEREST RECEIVED AFTER 12:00 P.M. WILL NOT BE CONSIDERED

Required forms for each submittal are available at <http://www.dot.il.gov/desenv/deform.html>

Review the Guidelines and E-mail procedures in the PTB for submittal requirements. Both are linked in the bookmarks.

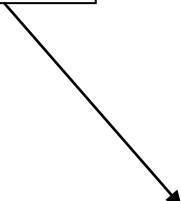
We encourage the review of the FREQUENTLY ASKED QUESTIONS, located in the NEW NOTICES and the website: <http://www.dot.il.gov/desenv/FAQ.html>

NOTICE

Proposed Negotiation Meeting information for Items will be available at the following link: <http://www.dot.il.gov/dobuisns.html>

Consultant Services

Link for
negotiation
information



[Bridge CADD Standards / Downloads](#)
[CADD Roadway Drafting Reference Guidelines](#)
[CADD Standards/Downloads](#)
[CADD Roadway and Structure Project Deliverables Policy](#)
[Consultant Forms](#)
[Consultant Mentor Protégé Program](#)
[Consultant Prequalification](#)
[Consultants Professional Transportation Bulletins](#)
[Facility Cost of Capital Rates](#)
[Federal Mileage Reimbursement Rates \(for existing contracts with CONUS\)](#)
[Frequently Asked Questions **NEW**](#)
[Negotiation Information for Current Bulletin](#)
[Professional Transportation Bulletin Schedule](#)
[Standard Agreement Provisions for Consultants](#)
[State Mileage Reimbursement Rates](#)
[Uniform Audit and Accounting Guide](#)

- **Region 1**
 - John Fortmann
 - District 1
 - Items 1 - 13
- **Region 2**
 - Eric Therkildsen
 - District 2
 - Items 14
- **Region 3**
 - Joseph Crowe
 - District 4
 - Item 15 - 16
- **Region 4**
 - Roger Driskell
 - District 6
 - Items 17
- **Region 5**
 - Omer Osman
 - District 8
 - Items 18 - 19
- **Bureau of High Speed & Passenger Rail**
 - Joseph Shacter
 - Item 20

NOTICE

EPAS

ELECTRONIC SUBMITTALS -- Update

08-03-12

The first phase of the Engineering Prequalification Agreement System (EPAS) is now active and the department is in the process of reviewing all of the submittals. Firm's can login to the system and check the status of their submittal. Firms cannot amend the submittal until the department completes the review. Once we have completed the review of your application, an e-mail with the prequalification letter and categories your firm is prequalified in, will be sent to the prequalification correspondence included in the EPAS submittal. If one was not included for prequalification correspondence it will be sent to the main contact included in the submittal.

The database will store the information (submittal) for your use on the subsequent submittals and maintain a history of all the firm's applications. Since the system keeps everything, there is no print option. If a paper copy is necessary, screen prints can be completed.

THE DEPARTMENT **WILL NOT** ACCEPT PAPER VERSIONS. This includes staffing updates, change in address, etc. All updates are done through EPAS.

For this first year, to remain prequalified **all** consultants were required to complete the electronic version in its entirety. If you did not complete an EPAS application and submit by August 1, 2012, your firm is considered not prequalified with IDOT. To become prequalified an entire EPAS application must be completed, submitted, and reviewed by the department before the firm is considered prequalified.

After this year, the submittal process will go back to the three year schedule, as noted in the BDE Manual.

Statement of Interest submittals will be tied to the new system therefore all firms are required to submit the entire application. IDOT is currently working on the next phase of the system, which will change the submission of Statements of Interest (SOI) for the Professional Transportation Bulletin from an email system to a web based application. Our tentative goal is to have the SOI system in place for the **PTB 166**, which is to be published November 8, 2012. We will keep everyone posted as to the progress.

The submittal process for PTB 165 has not changed.

Further information, as we begin implementation, will be sent via the e-mail distribution subscription service. Staff that are using or will be using EPAS for prequalification and Statements of Interest submittals should subscribe. To subscribe and/or unsubscribe go to the IDOT web site under Doing Business, <http://www.dot.il.gov/dobuisns.html> then to Subscription Services, Design and Environment, Consultant Engineering Subscription.

NOTICE
ILLINOIS STATE BOARD OF ELECTIONS CERTIFICATE
August 3, 2012

The requirement of including the SBE with each Statement of Interest item went into effect on PTB 164.

To submit a Statement of Interest (SOI) for State Funded projects your firm must register as a business entity with the State Board of Elections, and acknowledges a continuing duty to update the registration pursuant to the Procurement Code (30 ILS 500/20-160). A **copy** of the time-stamped certificate of registration or a copy of the certificate of registration must be included with your SOI for the specific Item. The Department will not execute a state funded contract without the certificate of registration.

To register go to <http://www.elections.state.il.us/Default.aspx>

For projects containing federal funds, the certificate is NOT required in the statements of Interest submittal.

Advertisements, which contain federal funds, are so noted in the specific Item.

For this bulletin, PTB 165, include the State Board of Elections certificate in the Statements of Interest for items 1 through 19.

Do not include the State Board of Elections Certificate for item 20.

Introduction

STATE OF ILLINOIS
Department of Transportation
2300 South Dirksen Parkway
Springfield, Illinois 62764

PROFESSIONAL TRANSPORTATION BULLETIN #165 **Publish August 9, 2012**

This bulletin is the official notice of needed professional services for the Illinois Department of Transportation (IDOT).

This bulletin is sent to each professional consultant on IDOT's prequalified list. A Professional firm who is not prequalified may obtain the necessary information and forms to become prequalified from the INTERNET at: <http://www.dot.gov.il/Doing Business/Consultant Services/Consultant Prequalification>.

This is not an invitation for bids. Firms properly prequalified for any of the projects listed herein may indicate their desire to be considered for selection by submitting a Statement of Interest for the project to the SOIPTB@dot.il.gov e-mail address.

IDOT shall not discriminate based on race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE Program or the requirements of 49 CFR part 26. IDOT shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts.

STATEMENTS MUST BE RECEIVED BY THE BUREAU OF DESIGN AND ENVIRONMENT AT THE ABOVE E-MAIL ADDRESS AND IF APPLICABLE, THE APPROPRIATE DISTRICT ENGINEER OR BUREAU CHIEF PRIOR TO 12:00 P.M. LOCAL TIME, August 30, 2012. STATEMENTS RECEIVED AFTER THIS TIME WILL NOT BE CONSIDERED.

The selection of professional consultants by IDOT is not based on competitive bidding but on the firm's professional qualifications, experience, and expertise of key personnel to be assigned to the project with consideration also given to:

- 1) Ability to complete the work in the time required and the firm's existing workload.
- 2) The firm's proximity to the project, when important.
- 3) Extent of work, which must be subcontracted by the firm and their proposed method of accomplishing the project objectives.
- 4) Financial evaluation of the firm and its accounting methods.
- 5) Performance rating for past work done for IDOT, if applicable.

All members of the Consultant Selection Committee will be **unavailable** to discuss specifics of projects listed herein during the two-week period preceding the Selection Committee Meeting.

Departmental procedures ensure that all members of the Consultant Selection Committee are provided with detailed information concerning all Statements of Interest submitted by all consultants. Please do not send letters and/or e-mails expressing your interest in various projects and/or correspondence concerning your firm to members of the Consultant Selection Committee.

Guidelines for Submitting Statements of Interest (SOI)

The firm acting as the prime must be prequalified in all of the prequalification categories requested in the project advertisement even if they plan to subcontract part of the project, except where noted in a specific project advertisement. Any work being done by a consultant, prime or sub must be prequalified in the IDOT prequalification category of work they are performing.

Prequalified firms may indicate their desire to be considered for selection on any of the projects listed herein by submitting a separate Statement of Interest (SOI) for each project that includes the following:

- 1) A cover sheet, clearly identifying the PTB Number, Item Number, Firm Name, and IDHR number (if available, see recurring notices). No additional information is required on the cover.
- 2) A brief statement of the firm's interest in performing the work. (Should be concise to the point, suggest approximately 2 pages)
- 3) A Table of Contents with page numbers, identifying the approach, exhibits, resumes, etc.
- 4) The State Board of Elections (SBE) Certificate must be included on State Funded Projects. Projects, which contain Federal Funds, do not require the SBE certificate. Advertisements, which contain federal funds, are so noted in the specific Item. Include with your SOI for the specific item(s). To register go to <http://www.elections.state.il.us/Default.aspx>
- 5) Color graphics/photographs should be limited in the submittal because the size limitation on incoming e-mail is 2 MB. Photo's etc. can create a large file so use at your discretion.
- 6) Complete **Exhibit A** as follows:
 - a) List the required key personnel to match required prequalification categories and any additional personnel requirements designated in the project advertisement. (Include firm name if work is to be completed by Subconsultant)
 - b) QC/QA personnel must be different individuals than the staffing, which prepared the documents.
 - c) Attach resumes of all personnel listed in a) above. Individual resumes should not exceed two pages and must be relevant to the expertise required for the specific project.
 - d) Designate the estimated time required to complete the project using the personnel presented. A completion date and/or number of months to complete the project should also be provided.
 - d) Identify proposed subconsultants and item(s) of work they will perform. If a DBE Goal is in the advertisement list the DBE subconsultant(s) and work the firm will be performing. All Subconsultants must be prequalified in the area of work they will be performing.
 - e) Include Mentor Protégé data if participating.
- 7) Projects involving Location Design Studies (Reconstruction/Major Rehabilitation and New Construction/Major Reconstruction) and all Environmental Reports (Environmental Assessment and Environmental Impact Statements) require completion of **Exhibit B**.
- 8) Experience of the staff or firm in accomplishing similar types of work should be shown for only the most recent projects and should be concise and relevant to the expertise required for the specific project. If there are several projects with the same work completed, then one

Guidelines for Submitting Statements of Interest (SOI)

summary would be adequate with each location and the project manager noted for each. This information should be shown at the end of the SOI.

- 9) In addition to the above requirements, any other information specifically requested in the project advertisement should also be included in the submittal.
- 10) The Instructions for completing the Current Obligation documents immediately precede the Current Obligation forms. The Current Obligation Forms should be a separate document from the SOI. Only one copy for each prime, sent to the Central Bureau of Design and Environment, is required.
- 11) Instructions for completing Disclosure **Forms A** and **B** are included on pages 1 and 2 immediately preceding **Forms A** and **B**. Disclosure Forms should be a separate document from the SOI. Only one copy for each prime, sent to the Central Bureau of Design and Environment, is required. In addition, **Form B** should not include IDOT projects, since this information is already included in the **Current Obligations**.
- 12) The Delinquent Debt Certification is separate document. Only one document, for prime and subconsultants, with all pertinent data is required. Instructions are included at the bottom of the Delinquent Debt document.
- 13) The Disclosure of Business Operations in Iran is a separate document. Only one document for each prime is required. Instructions are included at the bottom of the Disclosure of Business Operations in Iran document.
- 14) Exhibit A, Exhibit B, the Current Obligations Form, Disclosure Forms, Delinquent Debt Certification, and Disclosure of Business Operations in Iran are available as word documents on our web site: <http://www.dot.il.gov/desenv/deform.html>

The following addresses may be used when a hard copy of the SOI is requested to be sent to the Central Office in the advertisement:

Illinois Department of Transportation
Bureau of Design and Environment
Chief of Preliminary Engineering
Attn: Consultant Unit (Room 330)
2300 South Dirksen Parkway
Springfield, Illinois 62764

If SOI is required to be sent to the Region/District, use addresses as follows:

Region 1

Mr. John Fortmann

District 1

201 West Center Court
Schaumburg, IL 60196

Guidelines for Submitting Statements of Interest (SOI)

Regional Engineers Continued:

Region 2

Mr. Eric Therkildsen
District 2
819 Depot Avenue
Dixon, IL 61021

Mr. Eric Therkildsen
District 3
700 East Norris Drive
P.O. Box 697
Ottawa, IL 61350

Region 3

Mr. Joseph Crowe
District 4
401 Main Street
Peoria, IL 61602

Mr. Joseph Crowe
District 5
Route 133 West
P.O. Box 610
Paris, IL 61944

Region 4

Mr. Roger Driskell
District 6
126 East Ash St.
Springfield, IL 62704

Mr. Roger Driskell
District 7
400 West Wabash
Effingham, IL 62401

Region 5

Mr. Omer Osman
District 8
1102 Eastport Plaza Drive
Collinsville, IL 62234

Mr. Omer Osman
District 9
State Transportation Building
P.O. Box 100
Carbondale, IL 62903

E-mail Instructions for Completing Statements of Interest for Electronic Submittal

We require Statements of Interest (SOI) to be submitted through the e-mail system using Adobe Acrobat 5.0 or greater Software.

Electronic submittals should be made to the Central Office only. The Central Office will forward the necessary consultant information to the Regions/Districts and other Bureaus or Divisions. All electronic submittals should be addressed to SOIPTB@dot.il.gov

Each prequalified consultant firm has been assigned a unique 2 to 6 character Firm Name Code that must be used when submitting electronic Statements of Interest. This code appears on the SEFC Prequalification Page, the page that lists the prequalification categories, and is sent with your annual prequalification letter. The code is located at the top of the page and is next to the Firm Name.

It is important your e-mail appear exactly as the attached example described below: (Note: ABC Engineering is used for example purposes only. The Code for this firm is "ABC")

- The Subject Line must read: FIRM NAME, PTB NUMBER, ITEM(S)

(Example: ABC Engineering, PTB 151, Items 4, 12, & 22) If there will be more than one e-mail please note as follows: e-mail 1 of ___ the total number to be sent.)

- The first line of your e-mail should indicate your Firm Name, PTB & Items Number(s) on which your firm is submitting.

(Example: ABC Engineering has submittals for PTB 151, Items 4, 12 and 22.)

- The second line should list the name, phone number, and e-mail of the person to contact should there be any questions regarding the submittal.

- Each attachment must be labeled as indicated below:

1. For each Item on which you are submitting use your 2-6 character Firm Name Code, immediately followed by the 2-digit Item Number (i.e., 01 through 99).
(Example: ABC04.pdf)

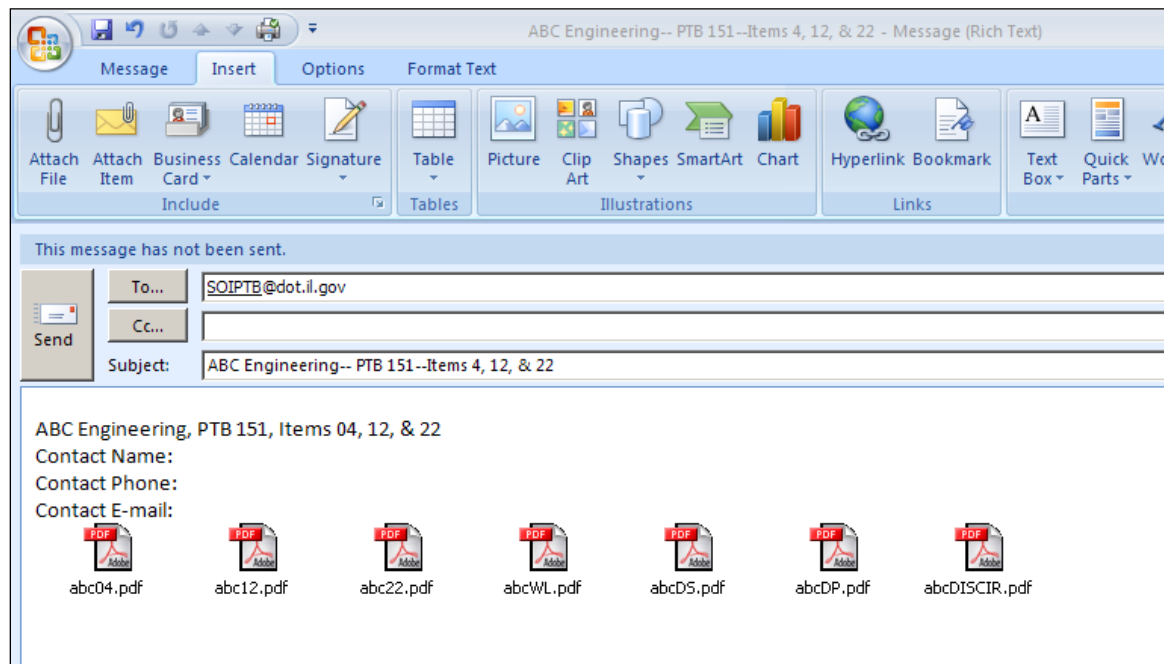
2. For your firm's Current Obligation Form, use your 2-6 character Firm Name Code, followed by WL.
(Example: ABCWL.pdf)

3. For your firm's Disclosure Forms, use your 2-6 character Firm Name Code, followed by DS.
(Example: ABCDS.pdf)

E-mail Instructions for Completing Statements of Interest for Electronic Submittal

4. For your firm's Delinquent Debt Payment Certification, use your 2-6 character Firm Name Code, followed by DP.
(Example: ABCDP.pdf)
5. For your firm's Disclosure of Business Operations in Iran, use your 2-6 character Firm Code, followed by DISCIR.
(Example: ABCDISCIR.pdf)

Please review the following example e-mail:



Detail Descriptions of Attachments for electronic submittal:

- ABC04, ABC12, and ABC22 are the Statements of Interest for the submitted Items and must include Exhibit A. Following Exhibit A, include resumes of the key management personnel and project staff listed in Exhibit A. If Exhibit B is required, include next, followed by resumes of individuals listed on page 2 of Exhibit B.
- ABCWL is the Current Obligation Form. Requirement: Only Prime submits one copy of the Current Obligation Form. Instructions shown on page one should not be sent.
- ABCDS is the Disclosure Forms. Requirement: Only Prime submits one copy of the Disclosure Form. Disclosure file would consist of Form A and Form B.

E-mail Instructions for Completing Statements of Interest for Electronic Submittal

- ABCDP is the Delinquent Debt Compliance Statement. Requirement: Prime and any known subconsultants the prime will be using are required to submit this form. The forms should be converted to pdf and submitted as one pdf document, not multiple files.
- ABCDISCIR is the Disclosure of Business Operations in Iran. Requirement: Only Prime submits one copy of the form.

Complete the word documents then convert them to the Adobe PDF for submittal. The size limitation on an incoming e-mail to IDOT is **2 MB**. If you exceed this limit, you must separate contents into multiple e-mails. Identify the number of e-mails being sent, (i.e. 1 of 3). Scanned images, color graphics, and photographs, which are converted to Adobe Portable Document Files (PDF) files, can become very large, use sparingly if at all.

Exhibits (A & B), Current Obligations, Disclosure Forms A & B, Delinquent Debt Certification, and Disclosure Business in Iran are available as electronic documents and may be downloaded from our web-site: <http://www.dot.il.gov/desenv/deform.html>. The bookmarks in the Professional Transportation Bulletin are also linked to the website.

Use the latest documents provided on the web site. The documents are labeled as follows:

- Exhibit A = BDE XHBT-A • Exhibit B = BDE XHBT-B
- Current Obligations = BDE CUR-OB
- Disclosure Forms (A & B) = BDE DISC 2 Template (Consultants)
- Delinquent Debt (Consultants) = BDE 3000
- Disclosure of Business In Iran= BDE 2900

We also have frequently asked questions for submitting Statements of Interest. They are located at <http://www.dot.il.gov/desenv/FAQ.html>

If you have procedural questions regarding the submittal process, please contact Carrie Kowalski at Carrie.Kowalski@illinois.gov.

PROFESSIONAL TRANSPORTATION BULLETIN REQUIRED FORMS FOR STATEMENT OF INTEREST SUBMITTAL

The forms listed below are in Microsoft Word 2007 except for the Current Obligations, which is in Microsoft Excel.

To open Microsoft Office Word 2007 .docx or .docm files with Microsoft Office Word 2003, Word 2002, or Word 2000, you need to install the [Microsoft Office Compatibility Pack for 2007 Office Word, Excel and PowerPoint File Formats](#) and any necessary Office updates. By using the Compatibility Pack for the 2007 Office system, you can open, edit some items, and save Office Word 2007 documents in previous versions of Word.

All required forms are located at: <http://www.dot.il.gov/desenv/deform.html> and are shown below.

If the link next to form name below doesn't open the document, go directly to the site above.

BDE 2900	Disclosure of Business Operations in Iran	09/14/09
BDE 3000	Delinquent Debt Certification (Consultant)	
BDE CUR-OB	Consultant's Current Obligations for Statements of Interest.	10/01/08
BDE XHBT-A	Consultant Exhibits A	12/22/09
BDE XHBT-B	Consultant Exhibits B	12/01/09
BDE DISC 2 Template (Consultants)	Consultant's Disclosure Statement; Form A, Financial Information & Potential Conflicts of Interest Disclosure; Form B, Other Contracts & Procurements Related Information Disclosure	4/20/12

TABLE OF CONTENTS

PTB 165

<u>Item #</u>	<u>County</u>	<u>Description</u>
<u>Region 1/District 1</u>		
1.	DuPage	Construction Inspection Project, IL 19 (Irving Park Road) at York Road
2.	Various	Phase II Various Project Management and Support Projects
3.	Cook	Construction Inspection Project for Willow Rd., from IL 43 (Waukegan Rd) to I-94 (Edens Expressway) & at Middle Fork North Branch Chicago River
4.	Cook	Construction Inspection Project for IL 83 from Kedzie Ave. to Western Ave.
5.	Various	Phase I Various Geometric Program Management
6.	Various	Phase I Various Projects
7.	Cook	Construction Inspection Project for I-190 (O'Hare Airport to I-90 (Kennedy Expressway)
8.	Cook	Phase II Project for US 20 (Lake Street) at IL 59
9.	Lake	Phase II Project for IL 120 over US 41, UPRR and Old Skokie Road
10.	Lake	Phase II Project for IL 120 over Canadian Pacific RR and Greenleaf Avenue, and Ramps, Bridge Rehabilitation
11.	Lake	Phase II Project for IL 132 (Grand Avenue), from Munn Road to south of Sand Lake Road
12.	Various	Various Survey Projects
13.	Various	Various Survey Projects
<u>Region 2/District 2</u>		
14.	Winnebago	Surveying projects for IL 2 (N. Main St.) from Riverside Blvd. to Auburn St. in Rockford
<u>Region 3/District 4</u>		
15.	McDonough	Construction Inspection project for mainline grading of IL 336/IL 110, Northwest Quadrant of Macomb Bypass
16.	Various	Various Survey Projects
<u>Region 4/District 6</u>		
17.	Various	Local Roads Project Manager

TABLE OF CONTENTS

PTB 165

<u>Item #</u>	<u>County</u>	<u>Description</u>
<u>Region 5/District 8</u>		
18.	Monroe	Construction Inspection project for the Waterloo Bypass and Vanderbrook Dr. Relocation
19.	Various	Construction Inspection and Material QA Testing for Various Projects
<u>Bureau of High Speed & Passenger Rail</u>		
20.	Various	Design Review and Inspection for the High Speed Rail Rolling Stock Engineering Services

1. **Job No. C-91-667-10, IL 19 (Irving Park Road) at York Road, Phase III Project, DuPage County, Region One/District One.**

This project requires 20% DBE participation.

The **Complexity Factor** for this project is **0.035**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **November 08, 2012 at 10:00 A.M.** at the Region One/District One Office in **Schaumburg**.

Phase III engineering services are required to provide construction inspection for the improvement of IL 19 (Irving Park Road) at York Road. The proposed improvement includes, but is not limited to, grade separation of Canadian Pacific Railway at IL 19, pavement reconstruction and widening, improved intersection geometry, additional auxiliary lanes, new drainage system improvements, lighting and signal modernization. The improvement includes lowering Irving Park Road and raising the Canadian Pacific Railroad to provide vertical clearance for the proposed CP RR double track Through Plate Girder Bridge over Irving Park Road. Other project components include retaining walls along the raised railroad alignment, culverts to convey the relocated Bensenville Ditch, a 72-inch storm sewer to improve drainage and provide detention, additional turning lanes at the intersection and all incidental and collateral work necessary to complete the project.

The following Structures are expected to include:

- S.N. 022-0226[Canadian Pacific Railway over Irving Park Road]
- S.N. 022-1001 thru SN 022-1006 [Canadian Pacific Railway 6 [six] Retaining Walls]
- S.N. 022-3125[Canadian Pacific Railway Culvert]
- Irving Park Road Retaining Walls

The department will furnish the Consultant with Plans and Specifications.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant or one of their subconsultants on the same project or on material coming in from the same plant are prohibited. At the negotiation meeting, the prime Consultant and the subconsultant(s) will disclose all previous involvement in the district as well as current relationships with contractors.

The Consultant's work includes, but is not limited to, providing staff, vehicles, and appropriate test equipment necessary to complete this project. The Consultant will furnish a Liaison Engineer and an adequate staff to perform the duties required to fulfill the engineering requirements in accordance with the departmental policies for this project.

The Consultant will also provide the tools of the trade. These tools will include an office computer system capable of running ICORS software. The Consultant will perform on site inspection, layout including design changes, provide construction layout when not provided for in the contract plans, provide geotechnical inspection and testing, prepare records, maintain documentation, submit pay estimates, change orders and any other duties that would require the services of an engineer to complete this project on a timely basis and in accordance with State specifications.

The anticipated construction completion date for this project is June 30, 2016. The Consultant must complete and submit final measurements, calculations and final contract records documents to the department no later than six (6) weeks after the completion of the project.

Key personnel listed on **Exhibit A** for this project must include:

- The Liaison Engineer (An Illinois Licensed Professional Engineer is desired).
- The Assistant Engineer.
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Documentation certificate and must be ICORS trained. **Include the Documentation Certificate Number IDOT class S-14, Documentation of Contract Quantities**)
- The Materials Coordinator (RE Materials Training class is preferred)
- The Materials QA Technician. (The person shall have a Level II HMA and PCC training and IDOT class S-33, Soil Testing)
- Materials Laboratory (prequalified in QA HMA & Aggregate and QA PCC & Aggregate)
- The Survey Chief.

The prime firm must be prequalified in the **Special Services (Construction Inspection)** category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

2. **Job No. D-91-407-12, Phase II Project Management and Project Support for Various Projects, Various Counties, Region One, District One.**

This project requires 10% DBE participation.

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **November 1, 2012 at 8:30 A.M.** at the Region One, District One Office in **Schaumburg**.

Phase II engineering services are required for engineering management and project support as well as other functions as assigned to accomplish Phase II services. The Consultant Project Manager (PM) will assist in the management of various Phase II projects, which maybe under contract with other consultant engineering firms. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis. All work for this project may be in either English or metric units.

The PM and their staff will be expected to perform work similar to an IDOT Project Engineer and staff. The PM and their staff will be expected to perform the work in the district offices. This work may include engineering, technical, management, and project support to assist bringing to completion as expeditiously as possible numerous projects. Phase II engineering services may be required for a cost estimator, agreement specialist, pavement design engineer, railroad engineer, area utility technician, and a bridge liaison engineer to support the Bureau in various IDOT projects as well as other functions as assigned necessary to accomplish Phase II services.

The selected Consultant and/or their subconsultants on this project are prohibited from managing contracts where either party is the prime Consultant or a subconsultant. The selected firm and/or their subconsultants may not manage another firm if the relationship was reversed during another phase of work.

Joint Ventures will not be allowed on this project.

The department will furnish the Consultant with all department procedures, standards and specification, survey information, Project Reports, microfilm and all other available documents.

The estimated construction cost of these projects may range from \$200,000 to \$75,000,000. The completion date for this contract will be 24 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).

- The person who will perform the work in the area of structure plan preparation documents (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).
- The person who will perform the duties of Pavement Design Engineer for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Bridge Liaison Engineer for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of cost estimating must have experience preparing and reviewing contract plans.

The prime firm must be prequalified in the following categories to be considered for this project:

Highways (Roads & Streets)
Structures (Highway: Typical)

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

3. **Job No. C-91-007-13, Willow Rd (IL 43 (Waukegan Rd) to I-94 (Edens Expy) & at Middle Fork North Branch Chicago River, Phase III Project, Cook County, Region One/District One.**

This project requires 20% DBE participation.

The **Complexity Factor** for this project is **0.035**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **November 08, 2012 at 1:00 P.M.** at the Region One/District One Office in **Schaumburg**.

Phase III engineering services are required to provide construction inspection for the improvement of Willow Road (IL 43) to I-94 (Edens Expressway) & at middle Fork North Branch Chicago River. The proposed improvement plan includes, but is not limited to, complete roadway reconstruction of Willow Road to provide 2 lanes in each direction separate by a raised barrier median, replacement of the bridge carrying Willow Road over the Middle Fork North Branch Chicago River. Roadway lighting at major intersections; Willow Road @ Three Lakes / Fox Meadow, Sunset Ridge, Wagner Road, and 'Pedestrian Only' crossing, Old Willow Road / Northfield Road, and Willow Road @ Central Road / Happ Road. There is also roadway from the Middle Fork North Branch Chicago River to just west of the Willow Road / I-94 interchange. Drainage improvement and traffic signal modernization. Pavement type for Willow Road is 9.25" PCC with tied PCC Curb & Gutter, 4.5" of stabilized sub-base, and 12" of aggregate sub-base. The scope also includes reconstructing the northbound exit ramp and lengthening the auxiliary lane of the southbound on-ramp of I-94. The bridge carrying Willow Road over I-94 will also be rehabilitated to provide a 7-foot sidewalk on the south side. Pavement type for I-94 ramp and auxiliary lane are full-depth hot-mix-asphalt, hot-mix-asphalt binder course, and aggregate subgrade, temporary pavement and all incidental and collateral work necessary to complete the project.

The following Structures are expected to be included:

- S.N. 016-0536[Willow Road over I-94 (Edens Expressway)]
- S.N. 016-2844[Willow Road over the Middle Fork North Branch River]

The department will furnish the Consultant with Plans and Specifications.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant or one of their subconsultants on the same project or on material coming in from the same plant are prohibited. At the negotiation meeting, the prime Consultant and the subconsultant(s) will disclose all previous involvement in the district as well as current relationships with contractors.

The Consultant's work includes, but is not limited to, providing staff, vehicles, and appropriate test equipment necessary to complete this project. The Consultant will furnish a Liaison Engineer and an adequate staff to perform the duties required to fulfill the engineering requirements in accordance with the departmental policies for this project.

The Consultant will also provide the tools of the trade. These tools will include an office computer system capable of running ICORS software. The Consultant will perform on site inspection, layout including design changes, provide construction layout when not provided for

in the contract plans, provide geotechnical inspection and testing, prepare records, maintain documentation, submit pay estimates, change orders and any other duties that would require the services of an engineer to complete this project on a timely basis and in accordance with State specifications.

The anticipated construction completion date for this project is August 31, 2014, plus 5 working days. The Consultant must complete and submit final measurements, calculations and final contract records documents to the department no later than six (6) weeks after the completion of the project.

Key personnel listed on **Exhibit A** for this project must include:

- The Liaison Engineer (An Illinois Licensed Professional Engineer is desired).
- The Assistant Engineer.
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Documentation certificate and must be ICORS trained. **Include the Documentation Certificate Number IDOT class S-14, Documentation of Contract Quantities**)
- The Materials Coordinator (RE Materials Training class is preferred)
- The Materials QA Technician. (The person shall have a Level II HMA and PCC training and IDOT class S-33, Soil Testing)
- Materials Laboratory (prequalified in QA HMA & Aggregate and QA PCC & Aggregate)
- The Survey Chief.

The prime firm must be prequalified in the **Special Services (Construction Inspection)** category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

4. **Job No. C-91-392-12, IL 83 (Kedzie Ave. to Western Ave.), Phase III Project, Cook County, Region One/District One.**

This project requires 20% DBE participation.

The **Complexity Factor** for this project is **0.035**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **November 08, 2012 at 9:00 A.M.** at the Region One/District One Office in **Schaumburg**.

Phase III engineering services are required to provide construction inspection for the improvement IL 83 (Kedzie Ave. to Western Ave.). The proposed improvement includes, but is not limited to, the staged replacement of the existing composite pavement (HMA over Concrete base) of 147th Street and portions of Dixie Highway/Western Avenue and Kedzie Avenue with new widened pavement. This is an ALTERNATE BID contract, which includes the option of either Portland Cement Concrete or Hot Mix Asphalt Pavement at locations identified in the plans. Other work includes the reconstruction of the ramp terminals at the I-57/147th Street interchange, installation of new storm sewer, installation of watermain, roadway lighting and reconstruction of seven traffic signal intersections at the 147th Street intersections with Kedzie, Sacramento, Harrison, Cleveland, West Ramp Terminals, East Ramp Terminals and Dixie Highway/Western Avenue. The curb and gutter, concrete median, driveways, sidewalks, signing, and landscaping will be installed throughout the project limits and all incidental and collateral work necessary to complete the project.

The department will furnish the Consultant with Plans and Specifications.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant or one of their subconsultants on the same project or on material coming in from the same plant are prohibited. At the negotiations meeting, the prime Consultant, and the subconsultant(s) will disclose all previous involvement in the district as well as current relationships with contractors.

The Consultant's work includes, but is not limited to, providing staff, vehicles, and appropriate test equipment necessary to complete this project. The Consultant will furnish a Liaison Engineer and an adequate staff to perform the duties required to fulfill the engineering requirements in accordance with the departmental policies for this project.

The Consultant will also provide the tools of the trade. These tools will include an office computer system capable of running ICORS software. The Consultant will perform on site inspection, layout including design changes, provide construction layout when not provided for in the contract plans, provide geotechnical inspection and testing, prepare records, maintain documentation, submit pay estimates, change orders and any other duties that would require the services of an engineer to complete this project on a timely basis and in accordance with State specifications.

The anticipated construction completion date for this project is October 31, 2014 plus 5 working days. The Consultant must complete and submit final measurements, calculations and final contract records documents to the department no later than six (6) weeks after the completion of the project.

Key personnel listed on **Exhibit A** for this project must include:

- The Liaison Engineer (An Illinois Licensed Professional Engineer is desired).
- The Assistant Engineer.
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Documentation certificate and must be ICORS trained. **Include the Documentation Certificate Number IDOT class S-14, Documentation of Contract Quantities**)
- The Materials Coordinator (RE Materials Training class is preferred)
- The Materials QA Technician. (The person shall have a Level II HMA and PCC training and IDOT class S-33, Soil Testing)
- Materials Laboratory (prequalified in QA HMA & Aggregate and QA PCC & Aggregate)
- The Survey Chief.

The prime firm must be prequalified in the **Special Services (Construction Inspection)** category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

5. **Job No. P-91-495-12, Phase I Various Geometrics Program Management Services, Various Routes, Various Counties, Region One/District One.**

This project requires 20% DBE participation.

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **October 31, 2012 at 9:00 A.M.** at the Region One, District One Office in **Schaumburg**.

Phase I services as an Engineering Program Management (PM) Consultant are required for geometrics engineering services. The PM Consultant will support various projects, which are in various stages of development (planning, design, construction, and maintenance). The projects may be in-house or under contract with other consultant engineering firms. The projects could also involve developments and proposals sponsored by entities other than IDOT. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis. Work for this project may be in either English or metric units.

The PM Consultant will be expected to perform work similar to an IDOT Geometrics Engineer & Staff, and report to the Geometrics Studies Unit Head. Key staff from the PM consultant may be expected to perform work in the district offices from three to five days a week. The work may include conceptual plan development, plan review, traffic planning and impact assessment, scope development/scope evaluation, management, public coordination, administrative services, and other work as necessary.

The Consultant and/or their subconsultants on the project are prohibited from managing contract where either party is the Prime Consultant or a subconsultant. The selected firm and/or their subconsultant may not manage another firm if the relationship was reversed during another phase of work.

The completion date for this contract will be 48 months after authorization to proceed.

The PM consultant must be proficient in Microstation, GeoPak, Highway Capacity Software, CORSIM, and VISSIM.

The department will provide all IDOT policies and procedures that govern the PM Consultant position.

Key personnel listed on **Exhibits A and B** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will assume the duties of Project Engineer, that individual-in-charge of the day to day program management work (must be an Illinois Licensed Professional Engineer).
- The person(s) who will perform the QC/QA review work of all milestone submittals (must be an Illinois Licensed Professional Engineer).

Statements of Interest must also provide a proposed organizational chart for the proposed PM Consultant team with proposed percentage of time commitment, as well as the approach the firm would take on this project, a summary of the pertinent experience of the firm developing and managing phase I highway projects, and a description of the PM experience as well as proficiency with the various types of computer software such as Microstation, GeoPak, Highway Capacity Software, CORSIM, and VISSIM.

The prime firm must be prequalified in the following categories to be considered for this project:

Location/Design Studies (Reconstruction/Major Rehabilitation)
Special Studies (Traffic Studies)

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address:
SOIPTB@dot.il.gov.

6. **Job No. P-91-021-13, Phase I Studies for Various Projects, Various Counties, Region One, District One.**

This project requires 20% DBE participation.

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **November 1, 2012, at 9:00 A.M.** at the Region One, District One Office in **Schaumburg**.

Phase I engineering services are required for the preparation of various Phase I preliminary engineering and environmental studies throughout District One. Work may include but not be limited to new Phase I studies for intersections, small highway segments, bridges, and/or assisting the District in completing on-going Phase I studies and tasks. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

The department will furnish the Consultant with any relevant and available information such as accident data, existing and projected traffic data, utility coordination, and right-of-way data, as well as archaeological, historical, wetland, and special waste survey coordination.

The Consultant will be expected to perform work similar to an IDOT Project Manager/Squad Leader & Staff, and report to the In-House Studies Unit Head. The Consultant's work may include data collection, preparation of base maps and mosaics, geometric studies, safety studies including accident analysis, capacity analysis including intersection design studies, route as well as stream surveys, Categorical Exclusion Reports, bridge inspections and condition reports, drainage studies including Hydraulic Reports, cost estimates, public involvement, and all other related work necessary to complete various Phase I studies and tasks. The Consultant will be expected to perform work in the district office as needed. The Consultant may also be required to assist the district in reviewing, overseeing, tracking and prioritizing projects being performed by IDOT personnel and other consultants.

The cumulative cost of construction of these projects is anticipated to be in excess of \$20,000,000. The completion date for this contract will be 48 months after authorization to proceed.

Key personnel listed on **Exhibits A & B** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the work in the area of structure plan preparation documents (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.

- The person who will perform/supervise the work in the area of drainage calculations and preparation of the Drainage Report (must be an Illinois Licensed Professional Engineer).
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).

Firms must be prequalified in the following categories to be considered for this project:

Location/Design Studies (Reconstruction/Major Rehabilitation)
Structures (Highway: Typical)
Special Studies (Location Drainage)
Hydraulic Reports (Waterways: Typical)

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address:
SOIPTB@dot.il.gov.

7. **Job No. C-91-008-13, I-190 (O'Hare Airport to I-90 (Kennedy Expy), Phase III Project, Cook County, Region One/District One.**

This project requires 20% DBE participation.

The **Complexity Factor** for this project is **0.035**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **November 08, 2012 at 11:00 A.M.** at the Region One/District One Office in **Schaumburg**.

Phase III engineering services are required to provide construction inspection for the improvement I-190 (O'Hare Airport to I-90 (Kennedy Expressway) The proposed improvement plan includes, but is not limited to, Class D pavement patching, mainline milling and resurfacing with polymerized hot-mix asphalt binder course (SMA) and polymerized hot-mix asphalt surface course (SMA), shoulder milling and resurfacing with hot-mix asphalt binder course and hot-mix asphalt surface course (Mix "D") and ramp milling and resurfacing with polymerized leveling binder and hot-mix asphalt surface course (Mix "D"). The project also includes drainage structure adjustments and reconstructs with new frames and lids, new aggregate wedge shoulders, slotted drain removal and replacement, installation of preformed plastic (inlaid) and thermoplastic pavement markings and installation of raised reflective pavement markers and all incidental and collateral work necessary to complete the project. Work for this project is expected to be performed during the night.

The department will furnish the Consultant with Plans and Specifications.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant or one of their subconsultants on the same project or on material coming in from the same plant are prohibited. At the negotiations meeting, the prime Consultant, and the subconsultant(s) will disclose all previous involvement in the district as well as current relationships with contractors.

The Consultant's work includes, but is not limited to, providing staff, vehicles, and appropriate test equipment necessary to complete this project. The Consultant will furnish a Liaison Engineer and an adequate staff to perform the duties required to fulfill the engineering requirements in accordance with the departmental policies for this project.

The Consultant will also provide the tools of the trade. These tools will include an office computer system capable of running ICORS software. The Consultant will perform on site inspection, layout including design changes, provide construction layout when not provided for in the contract plans, provide geotechnical inspection and testing, prepare records, maintain documentation, submit pay estimates, change orders and any other duties that would require the services of an engineer to complete this project on a timely basis and in accordance with State specifications.

The anticipated construction completion date for this project is October 31, 2013. The Consultant must complete and submit final measurements, calculations and final contract records documents to the department no later than six (6) weeks after the completion of the project.

Key personnel listed on **Exhibit A** for this project must include:

- The Liaison Engineer (An Illinois Licensed Professional Engineer is desired).
- The Assistant Engineer.
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Documentation certificate and must be ICORS trained. **Include the Documentation Certificate Number IDOT class S-14, Documentation of Contract Quantities**)
- The Materials Coordinator (RE Materials Training class is preferred)
- The Materials QA Technician. (The person shall have a Level II HMA and PCC training and IDOT class S-33, Soil Testing)
- Materials Laboratory (prequalified in QA HMA & Aggregate and QA PCC & Aggregate)
- The Survey Chief.

The prime firm must be prequalified in the **Special Services (Construction Inspection)** category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

8. **Job No. D-91-012-13, FAP 345 (US 20) (Lake Street), at IL 59, Phase II Project, Cook County, Region One, District One.**

This project requires 25% DBE participation.

The **Complexity Factor** for this project is **0.035**

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **October 29, 2012 at 9:30 A.M.** at the Region One, District One Office in **Schaumburg**.

Phase II engineering services are required for preparation of contract plans, specifications and cost estimates for interchange improvements of US 20 at IL 59. This interchange modification is expected to include the construction and modification of the ramps located in the Village of Bartlett and the Village of Streamwood. The project is expected to include construction of a ramp from westbound US 20 to northbound IL 59 and construction of a ramp from eastbound US 20 to northbound IL 59, existing ramp modifications, traffic signal modernization, lighting modification and all other work required to complete the design.

The department will furnish the Consultant with available microfilm plans, Project Report, Location Drainage Studies, and any other available items.

The estimated construction cost for this project is \$9,000,000. The Consultant's work includes preparation of contract plans, specifications, and estimates, including maintenance of traffic plans and all other works required to complete the project. The completion date for this contract will be 12 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform/supervise the work in the area of drainage calculations and preparation of proposed drainage plans (must be an Illinois Licensed Professional Engineer).
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer) work with adequate plan review experience.

The prime firm must be prequalified in the **Highways (Freeway)** category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

9. **Job No. D-91-023-13, FAP 342 (IL 120) over US 41, UPRR and Old Skokie Road, Phase II Bridge Rehabilitation Project, Lake County, Region One, District One.**

This project requires 25% DBE participation.

The **Complexity Factor** for this project is **0.035**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **October 30, 2012 at 1:30 P.M.** at the Region One, District One Office in **Schaumburg**.

Phase II engineering services are required for the preparation of contract plans, specifications and estimates, including TSL, for the rehabilitation of IL 120 over US 41(Skokie Hwy.), and IL 120 over Old Skokie Road and Union Pacific Railroad. The proposed improvement is expected to consist of complete removal and replacement of the deck and rehabilitation of the superstructure and substructure of the bridges. It is anticipated that the back walls will be removed and the abutments will be reconfigured into semi-integral abutments, the existing rocker bearings will be replaced with elastomeric bearings, and intermediate diaphragms will be added to the bridge framing units. The improvement may also include cleaning and painting of the girders, removal and replacement of the approach slabs, joints, bearings, slope walls and other incidental work required to complete the project. This project may be constructed concurrently with adjacent structure rehabilitation contracts and will require close coordination between various consultants regarding maintenance of traffic plans and construction sequencing of the other contracts.

The following structures are included in this project:

- S.N. 049-0050, existing - IL 120 over US 41(Skokie Highway)
- S.N. 049-0051, existing - IL 120 over Old Skokie Road and Union Pacific Railroad

The department will furnish the Consultant with project report, Bridge Condition Reports, pavement design, available microfilm plans, and any other applicable data.

The estimated construction cost for this project is \$5,255,000. The Consultant's work includes preparation of TSL plans, PS&E for the project and supplemental surveys. The completion date for this contract will be 18 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the work in the area of structure plan preparation documents (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.

- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).
- The person who will be in-charge of surveys (must be an Illinois Licensed Professional Land Surveyor). Surveying prequalification category requirement may be completed by Sub and/or Prime.

The prime firm must be prequalified in the following categories to be considered for this project:

Highways: (Roads and Streets)

Structures: (Highway: Typical)

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

10. **Job No. D-91-022-13, FAP 342 (IL 120) over Canadian Pacific RR and Greenleaf Avenue, and Ramps, Bridge Rehabilitation Project, Phase II, Lake County, Region One, District One.**

This project requires 25% DBE participation.

The **Complexity Factor** for this project is **0.035**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **November 1, 2012 at 1:30 P.M.** at the Region One, District One Office in **Schaumburg**.

Phase II engineering services are required for the preparation of contract plans, specifications, and estimates, including Type Size and Location (TSL), for the rehabilitation of 6 various bridges along IL 120 and Greenleaf Avenue ramps. The proposed improvement is expected to be complete removal and replacement of the deck and rehabilitation of the superstructure and substructure of the various bridges. It is anticipated that the bridge non-composite spans will be converted to composite design spans, abutment back-walls will be replaced as well as the existing rocker bearings will be replaced with elastomeric bearings and expansion bearings at piers. The improvement may also include installation of abutment drainage system, cleaning and painting of the girders, removal and replacement of the approach slabs, joints, bearings, slope walls and other incidental work required to complete the project. The project may be constructed concurrently with adjacent structure rehabilitation contracts and will require close coordination between various consultants regarding the maintenance of traffic plans and construction sequencing of the other contracts.

The following structures are included in this project:

- S.N. 049-0048, existing - IL 120 EB over Canadian Pacific Railroad
- S.N. 049-0049, existing - IL 120 WB over Canadian Pacific Railroad
- S.N. 049-0125, existing - IL 120 WB over Greenleaf Ave.
- S.N. 049-0126, existing - IL 120 EB over Greenleaf Ave.
- S.N. 049-0129, existing - Greenleaf Ave. to IL 120 WB over Canadian Pacific Railroad
- S.N. 049-0130, existing - IL 20 EB to Greenleaf Ave. over Canadian Pacific Railroad

The department will furnish the Consultant with project report, Bridge Condition Reports, pavement designs, available microfilm plans, and any other applicable data.

The estimated construction cost for this project is \$ 4,745,000. The Consultant's work includes preparation of TSL plans and supplemental surveys. The completion date for this contract will be 18 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).

- The person who will perform the work in the area of structure plan preparation documents (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).
- The person who will be in-charge of surveying (must be an Illinois Licensed Professional Land Surveyor). Surveying prequalification category requirement may be completed by Sub and/or Prime.

The prime firm must be prequalified in the following categories to be considered for this project:

Highways: (Roads and Streets)
Structures: (Highway: Typical)

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

11. **Job No. D-91-004-13, FAP 541 (IL 132)(Grand Avenue), from Munn Road to south of Sand Lake Road, Phase II Project, Lake County, Region One, District One.**

This project requires 25% DBE participation.

The **Complexity Factor** for this project is **0**

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **October 30, 2012 at 9:30 A.M.** at the Region One, District One Office in **Schaumburg**.

Phase II engineering services are required for preparation of contract plans, specifications, and cost estimates for the widening and resurfacing of IL 132 from a 4 lane to a 5 lane urban cross section with a curbed landscaped median from Munn Road to south of Sand Lake Road (west of the Forest Preserve access), located in the Village of Lindenhurst in Lake County. The project is expected to include traffic signal modernization and channelization of various intersections within the limits. A shared use path is proposed along the north side throughout the project limits and a side walk is proposed along the south side.

The department will furnish the Consultant with available microfilm plans, Project Report, Location Drainage Studies, and any other available items.

The estimated construction cost for this project is \$6,500,000. The Consultant's work includes preparation of contract plans, specifications, and estimates, including maintenance of traffic plans and all other works required to complete the project. The completion date for this contract will be 18 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform/supervise the work in the area of drainage calculations and preparation of proposed drainage plans (must be an Illinois Licensed Professional Engineer).
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer) work with adequate plan review experience.

The prime firm must be prequalified in the **Highways (Roads & Streets)** category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

12. **Job No. D-91-024-13, Various Land Surveys, Various Routes, Various Counties, Region One / District One**

This project requires 15% DBE participation.

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **October 26, 2012 at 9:00 A.M.** at the Region One/District One Office in **Schaumburg**.

Phase II engineering services are required for various land surveying projects throughout District One. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

The department will furnish the Consultant with alignment data, title reports, existing right-of-way plats, and proposed right-of-way requirements as each work order is negotiated.

The Consultant's work includes field and office resources to prepare statutory plats of highway, legal descriptions, and field staking of the same. Some GIS and database work might also be required. They must also have a QA/QC plan to review internal work as well as assigned IDOT projects.

The completion date for this contract will be 24 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work (must be an Illinois Licensed Professional Land Surveyor).
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Land Surveyor).

The prime firm must be prequalified in the **Special Services (Surveying)** category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov

13. **Job No. D-91-025-13, Various Land Surveys, Various Routes, Various Counties, Region One / District One**

This project requires 15% DBE participation.

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **October 26, 2012 at 10:30 A.M.** at the Region One/District One Office in **Schaumburg**.

Phase II engineering services are required for various land surveying projects throughout District One. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

The department will furnish the Consultant with alignment data, title reports, existing right-of-way plats, and proposed right-of-way requirements as each work order is negotiated.

The Consultant's work includes field and office resources to prepare statutory plats of highway, legal descriptions, and field staking of same. Some GIS and database work might also be required. They must also have a QA/QC plan to review internal work as well as assigned IDOT projects.

The completion date for this contract will be 24 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work (must be an Illinois Licensed Professional Land Surveyor).
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Land Surveyor).

The prime firm must be prequalified in the **Special Services (Surveying)** category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov

14. **Job No. P-92-050-06, FAP 734 IL 2 (N. Main St.) from Riverside Blvd. to Auburn St. in Rockford, Surveys, Winnebago County, Region Two, District Two.**

This project requires 20% DBE participation.

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **October 30, 2012 at 10:30 A.M.** at the Region Two/District Two Office in **Dixon**.

Phase I engineering services are required for the preparation of land acquisition documents and associated material for IL 2 (N. Main St.) from Riverside Blvd to Auburn St. in Rockford.

The department will furnish the Consultant with alignment data, Title Reports, Existing Right-of-Way Plats, survey control points and proposed right-of-way requirements.

The estimated construction cost for this project is \$32,000,000. The Consultant's work is anticipated to include: Verify Section Corners, Easement Plats, prepare Legal Descriptions, Stake proposed Right-of-Way, prepare staking plans and sign and seal final plats and legal descriptions. All information must be submitted in accordance with the Department's Microstation Geopak requirements and all data must be based on the coordinate system supplied by the department.

The completion date for this contract will be 12 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Land Surveyor).
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Land Surveyor.)

The prime firm must be prequalified in the **Special Services (Surveying)** category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov

15. **Job No. C-94-112-12, Construction Inspection for mainline grading of IL 336/IL 110, Northwest Quadrant of Macomb Bypass in McDonough County, Region Three/District Four**

This project requires 25% DBE participation.

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **October 29, 2012 at 10:00 A.M.** at the District Office in **Peoria**.

Phase III engineering services are required to provide construction inspection for contract 68A42 near Macomb. Contract 68A42 consists of the mainline grading for the future construction of IL 336/IL 110 which is the northwest quadrant of the Macomb Bypass from US 136(W) to US 67(N).

Phase III engineering services are required for construction inspection, supervision, materials testing (including, but not limited to, PCC, HMA and embankment testing), materials certification and all documentation for this project. The Consultant staff will report to a District Resident Engineer/Technician on this project. The Consultant will be required to perform on-site inspection, verification of contractor staking, maintain documentation, and any other duties that would be required by the Resident Engineer/Technician to complete these projects on a timely basis and in accordance with the State Specifications and Guidelines.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant or one of their sub-consultants, on the same project or on material coming from the same plant is prohibited. At the negotiation meeting, the prime Consultant and sub-consultants(s) will disclose all current relationships with contractors.

The Consultant will also provide their own vehicles, cell phones, computers, tools of the trade and any other equipment deemed necessary to perform the work. Overnight lodging may be required.

The construction project is scheduled for the March 8, 2013 letting and a fall 2014 completion. The completion date for the contract will be 36 months after authorization to proceed.

Key personnel listed on **Exhibit A** of the Statement of Interest for this project must include:

- The Liaison Engineer (with current IDOT Construction Documentation certificate)
- The Construction Inspector(s) (with current IDOT Construction Documentation certificate)

The prime firm must be prequalified in the **Special Services (Construction Inspection)** to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

16. **Job No. P-94-042-12, Various Surveying Projects, Various Routes, Various Counties, Region 3/District 4.**

This project requires 25% DBE participation.

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a Scope of Services meeting on **October 30, 2012** at **9:00 A.M.** at the Region 3, District 4 Office in **Peoria**.

Engineering services are required for land and route surveying projects that will be used as base data for plan preparation, hydrologic modeling projects, engineering location studies, and roadway mapping for various design and land acquisition projects throughout the district. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

The department will provide any existing plans, R.O.W. documents, and/or other pertinent data required for the completion of individual projects.

The Consultants work may include providing the following services:

- Project Control Surveys – The Consultant may be required to provide horizontal and vertical control points and data to facilitate the design and construction of Department projects.
- Topographic Mapping – The Consultant may be requested to prepare topographic mapping using CADD technology, including base maps, terrain mapping, and hydraulic mapping. The mapping shall be prepared as per the latest version of the Departments manual titled "CADD Roadway Drafting Reference Guide."
- Land Acquisition Surveys – The Consultant may be requested to produce position data, conveyance and monument records, research of land ownership documents, and other related tasks.

The completion date for this contract will be 36 months after authorization to proceed.

Key personnel listed on **Exhibit A** of the Statement of Interest for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work (must be an Illinois Licensed Professional Land Surveyor).
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Land Surveyor).

Statements of Interest must also include a description of similar projects completed by the Consultant within the last five (5) years. For the projects listed, provide contact information for the person and/or entity. The department reserves the right to contact any of the named persons/entities to determine the performance on the listed project(s).

The prime firm must be prequalified in the **Special Services (Surveying)** category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

17. **Job No. P-96-200-13, Local Roads Project Management (PM) Services for Various Projects, Various Counties, Region 4/District 6**

This project requires 10% DBE participation.

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **November 1, 2013 at 10:00 A.M.** at the Region Four/District Six office in **Springfield**.

Engineering Services are required for a Consultant Project Manager (PM) for various IDOT local agency sponsored and Department led processes and/or projects throughout District Six. This work may involve working directly with the local agency and/or its Consultant firm. Work orders under the blanket agreement will be negotiated and authorized on an as needed basis. All work for this project may be in either English or metric units.

The PM will be expected to perform work similar to IDOT Local Roads staff. Key staff from the PM Consultant may be expected to perform work in the district offices as required. This may require working in the district offices from two to five days a week. The work may include engineering, technical, management, administrative services, and other work as necessary to assist bringing numerous projects to completion in accordance with established schedules. This work is expected to consist of managing all facets of Phase I, II, and III engineering for Local Agency sponsored projects or for State sponsored projects with local participation.

In addition, the Consultant may also be required to act as a Project Manager (PM) for various processes led by the department and/or projects throughout the District. The PM Consultant, if required, may be assigned to manage all facets of Phase I, II, and III engineering for department led projects. This work may also require working in the district offices from two to five days a week.

The selected Consultant and/or their subconsultants are prohibited from managing projects where either party is the prime Consultant or a subconsultant. The selected firm and/or their subconsultants may not manage another firm if the relationship was reversed during another phase of work.

Joint Ventures will not be allowed on this project.

The anticipated work may include, but not be limited to:

- Manage all facets of Local Agency and Department Led Phase I, II, and III engineering projects as assigned including but not limited to:
 - Review deliverables for compliance with departmental policies
 - Monitoring the project scope, schedule, and budget
- Identify and implement all necessary coordination and communication within and outside the department; to IDOT and stakeholders as required;
- Hold regular progress meetings and briefings for IDOT including FHWA where details of project and progress are presented;

- Facilitate and expedite the resolution of technical issues, drawing upon necessary resources and experts in applicable disciplines;
- Facilitate the resolution of contractual issues, drawing upon necessary resources within IDOT;
- Provide engineering judgment and analysis in the review of county, township, and municipal projects funded with federal, Motor Fuel Tax (MFT), Township Bridge Program (TBP), and other state fund programs to ensure departmental and statutory obligations are being fulfilled as it relates to the proper expenditure of funds. This includes a complete review of the local agencies' accounting practices and documenting discrepancies;
- All other work as required to manage the Local Roads Projects and Department Led Projects.

The completion date for this contract will be 36 months after the authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer)
- The person who will assume the duties of Project Engineer, that individual-in-charge of the day-to-day program management work (must be an Illinois Licensed Professional Engineer)
- The person who will perform and/or review the design of bridges and structures (must be an Illinois Licensed Structural Engineer)
- The person who will perform the QC/QA review work for all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).

Statements of Interest must also provide the approach the firm will take on this project along with a summary of management experience and Local Roads project experience. A disclosure of any previous or open contracts between the firm and any local agencies must also be included.

The prime firm must be prequalified in the following categories to be considered for this project:

Highways (Freeways)
Structures (Highway: Typical)
Location/Design Studies (Rehabilitation)
Special Services (Construction Inspection)

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

18. **Job No. C-98-087-12 IL 3 – Construction Inspection for the Waterloo Bypass and Vanderbrook Dr. Relocation, Monroe County, Region Five, District Eight**

This project requires 25% DBE participation.

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **October 25, 2012 at 10:00 A.M.** at the Region Five/District Eight Office in **Collinsville**.

Phase III engineering services are required for construction inspection, supervision, material testing, record maintenance and construction layout. This work is anticipated to consist of pavement upgrades on IL 3 from N. Market St to 0.2 miles south of S. Market St. and the relocation of Vandebrook Drive.

The department will furnish the Consultant with construction plans and specifications.

The department will provide a Resident Engineer to direct the Contractor and to complete pay estimates and change orders. The Resident Engineer will direct/coordinate the activities of the Consultant staff. The Consultant may be required to furnish staff to work directly with the IDOT Resident Engineer to supplement the department's staff. The Consultant's work force shall be adequate to allow completion of this project in a timely manner and in accordance with the Department's Standard Specifications for Road and Bridge Construction. The Consultant may be required to furnish all of the construction supervision, engineering layout, on-site inspection, maintenance of records and documentation, and perform other duties as directed by the engineer.

The Consultant will provide tools of the trade. The Consultant will perform on-site inspection and provide construction layout as directed by the engineer. The Consultant will also maintain records and documentation and perform any other duties as directed by the engineer to complete this project on a timely basis in accordance with the Department's Standard Specifications for Road and Bridge Construction.

The Consultant may be required to furnish a laptop computer equal to the latest type used by Region 5/District Eight for each project. Illinois Construction Records System (ICORS) software will be provided for downloading on the Consultant's computer.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant or one of their subconsultants on the same project or on material coming in from the same plant are prohibited. At the negotiations meeting, the prime Consultant, and the subconsultant(s) will disclose all previous involvement in the district as well as current relationships with contractors.

The Consultant must complete and submit final measurements, calculations, and contract record documentation to the department no later than six (6) weeks after completion of the project as required. The project is scheduled for construction during the 2013 and 2014 construction seasons. The completion date for this contract will be 30 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The Engineering Technician.
- The Materials Coordinator(s) Include specific details of aggregate source certification, bituminous, and/or PCC QC/QA training, and detail of experience with materials inspection.
- Proportioning Technician(s) Include specific details of aggregate source certification, bituminous, and/or PCC QC/QA training, and detail of experience with materials inspection.
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Documentation certificate. **Include the Documentation Certificate Number for IDOT class S-14, Documentation of Contract Quantities.**)
- The Materials QA Technician.
- The Survey Chief.
- Nuclear Density Inspector(s) Include evidence of appropriate QC/QA density training and nuclear license.

Firms must be prequalified in **Special Services (Construction Inspection)** to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

19. **Job No. C-98-001-13, Phase III Various Projects, Materials QA Testing for Various Projects, Various Counties, Region Five, District Eight.**

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **October 26, 2012 at 11:00 A.M.** at the Region Five/District Eight Office in **Collinsville**.

Phase III engineering services are required to perform the quality assurance responsibilities of hot-mix asphalt (HMA), Portland cement concrete (PCC) construction, Aggregate Gradation Control System (AGCS) and pipe and precast producers. Additional services and responsibilities include structural steel and miscellaneous materials inspection at various sources or jobsites. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

The department will furnish the Consultant with daily assignments to various construction jobsites, bituminous or concrete plants, quarry field offices, District Lab facilities and pipe and precast facilities and various producers and suppliers of structural steel and miscellaneous materials.

The Consultant's work is expected to include plant and on-site inspections, sampling and material testing. The Consultant will carry out quality assurance duties as defined in the construction contract, Policy Memorandum 19-08 and the Consultant agreement. The Consultant will maintain records and submit documentation of QC and QA activities required by the construction contract and Policy Memorandum 19-08.

The completion date for this contract will be 36 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The Materials Coordinator Engineer who will assume duties as project Manager for all aspects of the work (must be an Illinois Licensed Professional Engineer).
- Materials Concrete/Bituminous Testing Technician/Inspector - QC/QA Level 1, Level 2 and/or Level 3 (HMA and PCC) and include specific details of aggregate source certification, and details of experience with materials inspection.
- Proportioning/Testing Technicians, to include specific details of aggregate source certification, bituminous, and/or PCC QC/QA training, and details of experience with materials inspection.
- Structural Steel and Miscellaneous Materials Source Inspector.

The prime firm must be prequalified in the **Special Services (Construction Inspection)** category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

20. **Job No. D-30-001-13 Design Review and Inspection for the High Speed Rail Rolling Stock Engineering Services, IDOT's Bureau of High Speed & Passenger Rail.**

This project contains Federal Funding

This project requires 5% DBE Participation.

The **Complexity Factor** for the project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a scope of services meeting on **October 31, 2012 at 10:00 A.M.** in the Division of Public & Intermodal Transportation office in **Chicago**.

Engineering services are required for the plan design review and inspection (intermediate and pre-final) for the construction of the purpose-built high speed rail (HSR) diesel locomotives and hauled cars (comprising coach, business class/food service cars and cab cars) to be procured, built and tested prior to commencing revenue service for the improvement of the IDOT-, MDOT- and MODOT-supported Midwest Rail Corridors, including the Chicago to St. Louis (CHISL) HSR project and new start corridors.

The Consultant's activities are anticipated to be monitored by the High Speed Rail Project Management Consultant (PMC) for this project.

Procurement Phase Services: As the HSR project is proceeding according to an aggressive schedule, a Request for Proposals (RFP) has been prepared by others (using specifications prepared and adopted by the PRIIA Section 305 Committee), including the PMC and the department for the procurement of the new, purpose-built HSR bi-level hauled cars. The selected Consultant will begin work immediately following award of the Contract for construction of the bi-level passenger cars, and include consultation during the time when the vendors are expected to be preparing their responses to the RFP (yet-to-be-prepared) for the purpose-built HSR diesel-electric locomotives. The consultant may be required to respond to requests for information from the potential proposers during the procurement phase for the diesel-electric locomotives. These services may also include preparation of addenda with appendices to present clarifying or revised information.

It is anticipated that the Consultant will support the department during the technical and price proposal review and aid in the evaluation effort for the diesel-electric locomotives.). It is currently expected that separate technical and price proposals will be received from the potential proposers for the diesel-electric locomotives.

Design and Assembly Phase work: The Consultant is expected to also participate in the review of preliminary and final design submittals, including design review meetings organized and presented by the selected vendor(s) for the bi-level passenger cars and for the diesel-electric locomotive procurements. Members of the Consultant staff are expected to participate and/or witness all qualifications tests and first article inspections for procurements of both rail cars and engines. The Consultant will provide a site manager, who will act as the Owner's Representative during assembly and in-plant testing of the new rolling stock (including any prototype and production equipment) for both procurements. The site manager is expected to provide detailed weekly reports covering the assembly work for both the car and locomotive builds to the PMC. In addition, the Consultant will provide monthly summary reports on the

progress of the design and assembly phase work for both procurements to the PMC and will perform all other work necessary to document the process.

Test Phase work: It is anticipated that the Consultant will participate in all performance testing for the new, purpose-built HSR diesel locomotives and hauled cars, including that which occurs at the vendor's assembly and/or test facilities and the performance testing of greater than 110 MPH which will occur at a Transportation Test Center Facility in Pueblo, CO (or other test facility, to be determined at a later time – TBD). The Consultant will provide a site manager, who will act as the Owner's Representative during the test phases for both the car and locomotive procurements and is expected to provide detailed weekly reports to the PMC covering the test track work. In addition, the Consultant will provide monthly summary reports on the progress of the testing phase work for both procurements to the PMC and will perform all other work necessary to document the process.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the Prime Consultant or one of their subconsultants on the same project or on material coming in from the same plant is prohibited. At the negotiation meeting, the prime Consultant and subconsultant(s) will disclose all current relationships with contractors. Throughout the duration of this assignment, the selected consultant will follow the IDOT HSR Program's QA/QC Program Procedures, supplementing these procedures with specific ones (to be approved by the PMC prior to implementation) tailored to the requirements of this assignment.

Information to be provided by the department: The department will furnish the Consultant with the PRIIA Section 305 specifications, the Industry Review information package and the Request for Proposals (RFP) package being used for these procurements when available. Available HSR corridor as-built plans, field notes, traffic data, agency coordination, railroad coordination, existing right-of-way plans, aerial photos, boring logs, and other information will also be provided.

This completion date for this contract will be 60 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this contract must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must have a minimum of 10 years experience in management of hauled-car and/or locomotive procurement, plan review, and testing).
- The person who will perform the duties of Locomotive Project Engineer, that individual in charge who is directly involved in the review and approval of the vendor's submittals related to the locomotives (must have at least 5 years experience in the management of similar diesel locomotive procurements).
- The person who will perform the duties of Hauled-Car Project Engineer, that individual in charge who is directly involved in the review and approval of the vendor's submittals related to the hauled cars (must have at least 5 years experience in the management of similar hauled car procurements).
- The Site Manager(s) (must have a minimum of 5 years experience in the performance of owner's representative duties on similar rolling stock procurements).

- The person who will perform the QC/QA review work of all milestone submittal documents.

Statements of Interest must include the approach the firm would take on this project, managing experience, etc. as well as an outline of proposed procedures to be used in meeting project objectives.

Statements of Interest, including detailed resumes of the key people, may be e-mailed to the SOIPTB@dot.il.gov or send two hard copies to the following:

Illinois Department of Transportation
Bureau of Design and Environment
Attn: Ms. Carrie Kowalski
Consultant Unit, Room 330
2300 South Dirksen Parkway
Springfield, Illinois, 62764

NOTICE

Disclosure Forms
Revised 4-20-12

The Disclosure form has been revised by including the following on Form B.

OWNERSHIP CERTIFICATION

Please certify that the following statement is true if the individuals for all submitted Form A disclosures do not total 100% of ownership.

Any remaining ownership interest is held by individuals receiving less than \$106,447.20 of the bidding entity's or parent entity's distributive income or holding less than a 5% ownership interest.

☐ Yes ☐ No ☐ N/A (Form A disclosure(s) established 100% ownership)

The new revised disclosure forms are required when submitting Statements of Interest.

ELECTRONIC PLAN SUBMITTAL

The Department of Transportation is in the process of implementing an electronic bidding process. In preparation of the new bidding process, the electronic submittal of plans from each District office to the Central Bureau of Design and Environment is being implemented. Effective for the March letting in addition to the paper copies required by each District, all contract plans and specifications will have to be submitted electronically to the District office. Please reference the CADD ROADWAY AND STRUCTURE PROJECT DELIVERABLES POLICY for information on the electronic submittal.

The policy is available on our website under doing business/ consultant services/ CADD Roadway Guideline or a this link <http://www.dot.il.gov/desenv/caddref.html> .

As a reminder CADD related files (dgn & gpk) are also required at the time of plan submittal to the District office. If you have any questions regarding electronic plan submittal, please contact the CADD supervisor in the appropriate District.



Illinois Department of Transportation

Office of the Secretary
2300 South Dirksen Parkway / Springfield, Illinois / 62764
Telephone 217/782-5597

December 20, 2011

MEMORANDUM TO ALL ILLINOIS DEPARTMENT OF TRANSPORTATION VENDORS

SUBJECT: Communicating with Vendors

It has been brought to the attention of the Illinois Department of Transportation (IDOT) from several sources that since the passage of Senate Bill 51 in August 2009, department employees have almost universally stopped communicating and meeting with our business partners. This has been the unfortunate result of the confusion and anxiety created by the bill. Now that rules have been established and training has been made available for procurement communication reporting, it is time for IDOT to do just that; communicate with our vendors.

By separate memorandum, IDOT employees are being instructed, when appropriate and possible, to meet with vendors for discussions that are advantageous to both. Therefore, I am establishing criteria and procedures that will allow communications and meetings between IDOT employees and vendors.

If you want to request a personal meeting with Illinois Department of Transportation (IDOT) staff and it is determined that such a meeting would benefit the department, the meeting request should be honored at the convenience and availability of IDOT employees. Such a meeting should not be scheduled in the time period that is two weeks prior to a selection committee meeting or a construction letting in order to remove any perception of the vendor attempting to unduly influence the procurement decision. Although the timing of the announcement of an RFP or other types of procurements are difficult to gauge, meetings with vendors that normally compete for department contracts through those types of processes should comply with all requirements of this memorandum with the exception of the two weeks exclusion of meetings before the procurement event.

At least two business days prior to the scheduled meeting date a representative of your firm must submit an agenda and a completed and signed OCC 2500 Form (Statement of Certification for Meeting with IDOT Staff) to the IDOT scheduler of the meeting which will be shared with all IDOT attendees. There will be no discussion of pending procurements by either side in the meeting. The discussions can concern your company's personnel, past experience and successes, company capabilities, new technologies, work done for other agencies and/or types of goods and services that your company performs or provides. Your company representatives will be asked to take

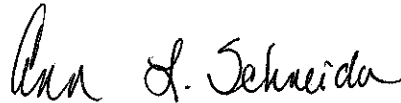
December 20, 2011

minutes during the meeting. If the discussion varies from the agenda or moves to pending procurements the meeting will be terminated and the vendor will be required to give a copy of their notes to the IDOT employee conducting the meeting.

Any violations of these guidelines will be dealt with on a case-by-case basis but could result in a one year suspension of your company's ability to meet with department personnel. I will be the decision maker on those issues.

It is time to get back to meeting with, getting to know, and working with our business partners for IDOT to be able to provide a better product for the taxpayers. If both you and your firm's representatives and IDOT employees follow the above guidelines, everyone will benefit.

Thank you for your interest in Illinois' transportation system.

A handwritten signature in black ink, reading "Ann L. Schneider". The signature is fluid and cursive, with the first name "Ann" being more prominent.

Ann L. Schneider
Secretary



Each firm/vendor meeting with IDOT staff must complete and sign this form before any such meeting occurs. A new form must be completed for each meeting and each firm/vendor involved.

I, the undersigned, attest and certify that I, and the firm/vendor I represent, are aware of all legal requirements for procurement communication reporting for the State of Illinois. This includes the contents of Public Act 096-0795, commonly known as Senate Bill 51; and any subsequent amendments thereto. Legal requirements also include internal IDOT policies on procurement communications as posted on its departmental website. I also attest and certify that the firm/vendor and I will adhere to those strictures, upon penalty of a one-year ban on any communication with department personnel.

Further, I attest and certify that the firm/vendor and I are aware of departmental requirements governing such communications, specifically,

- All opportunities for meetings are subject to IDOT staff availability.
- The firm/vendor must provide an agenda for the meeting, once scheduled, at least two (2) working days prior to the meeting date.
- The firm/vendor must take notes at all such meetings.
- No such meetings will take place less than two weeks before a Selection Committee Meeting or a scheduled Letting.
- Discussions are limited to:
 - Firm/vendor personnel
 - Firm/vendor past experience
 - Work done for other governmental entities
 - Goods and Services offered by the firm/vendor
 - Technology
- **THERE IS TO BE NO PROCUREMENT DISCUSSION, PERIOD, IN THESE MEETINGS.**
 - If such discussions occur, IDOT will collect meeting notes from the firm/vendor – augment them as necessary – and post them on the web.
 - In such cases, the individuals and firm/vendor involved may be barred from meeting with any IDOT staff for one (1) year.

By: _____
Signature Date

Please Print Name Title

Please Print Firm/Vendor Name

SB 51 Rules

Impacts

- Reporting is required on all communications with outside entities that do or want to do business with a state employee if the conversation is procurement specific.
- IDOT immediately recognizes the issues with reporting publically procurement conversations.
- IDOT stopped scheduling meetings with outside entities about future procurements.

SB 51 Communications Reporting Aftermath

- Two long years pass
- Firm/vendors hire and lose talent
- Firm/vendors purchase new technology
- Firm/vendors develop other relationships

SB 51 Communications Report Relief

- Senator Harmon has a task force that is looking at the procurement reform legislation to see if additional changes to the procurement laws are appropriate.
- Task force will continue their work through the summer.
- No action to date.

New Rules

- IDOT staff determines their schedule.
- Firm/vendor must provide an agenda two days before the meeting.
- Consulting firm/firm/vendor must take notes.
- All IDOT employees should also take notes.
- Outside entities must sign an OCC 2500 Form that they are aware of the communications reporting laws and will adhere to all of IDOT's policies.
- Lobbyists of firm/vendors are not prohibited from attending these scheduled meetings since no reportable discussions are to take place. Meetings with lobbyists are permissible as long as these rules are followed.
- No meetings less than two weeks before a Selection Committee Meeting or construction letting.
- All notes, the form signed by the firm/vendor and the agenda provided should be retained by the IDOT employee that scheduled the meeting.

▪ Discussions are limited to:

- Firm/vendor personnel
- Firm/vendor past experience
- Work done for local agencies, other state agencies or other states
- Technology
- Goods or Services performed by firm/vendor

▪ NO PROCUREMENT DISCUSSION – PERIOD

- If procurement discussions occur, we take firm/vendors notes, add ours as necessary and post them on the internet.
- If procurement discussions occur, firm/vendor may be barred from meeting with anyone from IDOT for a year.

Notice

Effective 11-1-11

All projects will be in English units unless otherwise specified in the advertisement.

Notice

Documentation of Contract Quantities Class

Since July 2008, the "Documentation of Contract Quantities" class and re-tests have been administered by the University of Illinois- Illinois Center for Transportation, and coordinated by Mary J. Fries of the University of Illinois. The Illinois Center for Transportation (ICT) is an innovative partnership between IDOT and the University of Illinois at Urbana-Champaign (UIUC). All transactions and correspondence will now be through ICT and no longer with the Illinois Department of Transportation (IDOT) Central Bureau of Construction. Fees are now being charged for all classes and retests and will be required at the time of registration. Mary J. Fries can be contacted at mjfries@illinois.edu or (217)552-2432. Course and retest dates typically take place from November through April.

For consultant and local agency enrollment, as well as answers to frequently asked questions (FAQ), the "Documentation of Contract Quantities" is located at the U of I training website http://ict.illinois.edu/home/documentation_certification.html.

Typically, in late September/early October the class schedule for the next fall/winter/spring's Documentation of Contract Quantities classes is posted. Also, firms can sign up for an automatic email reminder via ICT's website (see "Join Notification List") whenever new information is posted on their website.

NOTICE FOR JOINT VENTURE 08-04-11

Statements submitted by Joint Ventures may be considered. The Joint Venture, Agreement signed by all parties, must be included with the statement of interest. The Joint Venture entity will have the sum of the individual firms' prequalification, capacity and evaluation history. IDOT **does not** have a form for joint venture agreements. The firms submitting as a joint venture are required to obtain and submit the joint venture agreement.

If firm is submitting as part of a JV team, then the firm may not submit as a prime alone or as part of another Joint Venture team on the same item.

The required insurance coverage applies to the Joint Venture entity.

The Joint Venture entity will submit one statement of interest with the following specified:

- The party who will be the managing firm
- The firm responsible for each prequalification category (must be prequalified in the category of work the firm is performing)
- Each individual firm's work left, delinquent debt, Iran disclosure, and disclosure forms A&B.
- The firm responsible for invoicing
- One Exhibit A plus other required documents specified in the PTB combining the information for all firms. (Indicate personnel name and firm name on Exhibit A for key staff)

EXHIBIT A EXAMPLE:

Name Required Prequalification Category :

Location Drainage

*Name	Mr. John Smith (ABC Engineering Assoc.)		
Category	PE	(PE, SE, LS)	
Registration #	62012345		
Year Registered	1995	State	IL
Office Location:			
City	Chicago	State	IL

A firm planning to submit a Statements of Interest, as a joint venture is required to contact the department 5 days before the Statements of Interest is due for a new Statements of Interest Code. This is required for every bulletin. Firm's not requesting a Joint Venture Code or firms that request after the due date will not be eligible for consideration.

Contact Carrie Kowalski by e-mail at Carrie.Kowalski@illinois.gov for the Joint Venture Code.

The code is required so the joint venture proposal is recognized as a joint venture team and not as an individual firm submittal.

NOTICE

METHOD OF PAYMENT

Effective 01-26-11

All future projects, beginning with PTB 159, will utilize the **Cost Plus Fixed Fee (CPFF)** method of compensation.

CPFF formula:

Compensation = DL+DC+OH+FF

Where FF:

For Prime Agreements is:

$(0.37 + R)DL + \%DL$

When % is:

1 or 2 sub-consultants = 10% of Direct Labor (DL) of Subs

3 or 4 sub-consultants = 12% of Direct Labor (DL) of Subs

5 or more sub-consultants = 15% of Direct Labor (DL) of Subs

For Sub-Consultants

$(0.37 + R)DL$

Where:

R= Complexity Factor: 0, 0.035, or 0.07

DL = Direct Labor

DC= Direct Cost

OH= Overhead Rate

Notice Of Performance Policy Change October 14, 2010

The previous performance policy dated March 9, 2004 has been revised to the following:

Firms will lose prequalification in a category for the following periods, under the following conditions and for the following periods of time:

Final Evaluation	Action	Duration
One "Substandard" in a category*	Suspended from submitting an SOI requiring the evaluated category**	The next two PTB's, or six months from the date of notification whichever is greater***
One "Poor" in a category*	Suspended from submitting an SOI requiring the evaluated category**	The next eight PTB's, or two years from the date of notification whichever is greater***

* This includes subcontract work.

** For example, if the evaluation is in a less complex category, such as "Highway Bridges: Simple," the firm also cannot submit on items requiring more complex similar categories such as "Highway Bridges: Complex." Conversely, if the evaluation is in a more complex category such as "Highway Bridges: Complex." The firm would not necessarily be suspended from submitting in similar simple categories such as "Highway Bridges: Typical."

*** At the end of the term, the firm must request reinstatement to the suspended categories. This will require documentation of efforts and success in correcting the issues which lead to the subject evaluations.

A firm receiving two less than "Satisfactory" final evaluations in a category within five years will:

- Lose prequalification in that category for one year if the second less than "Satisfactory" rating is "Substandard." Reinstatement of the prequalification in that category will require a request from the firm with documentation that the issues which led to the subject evaluations have been rectified, one the term of loss is complete.
- Lose prequalification in that category for five years if the second less than "Satisfactory" rating is "Poor." Reinstatement of prequalification in that category will require a request from the firm with documentation that the issues which led to the subject evaluations have been rectified, one the term of loss is complete.

APPEAL PROCESS

Firms that disagree with a final evaluation have a process with which to appeal, and its steps are as follows:

1. After receipt of the final evaluation, the consultant has 30 days in which to appeal a “Substandard” or “Poor” evaluation. The appeal is submitted in writing to the department entity that managed the contract and prepared the final evaluation (e.g., Regional Engineer, Bureau of Design and Environment, Bureau of Bridges and Structures).
2. The appeal will clearly state the basis for the appeal and any support documentation shall be attached.
3. When the consultant is not satisfied with the results of the appeal to the department entity that prepared the final evaluation, the consultant can request in writing, within 14 days, a review by the Deputy Director of Highways. The consultant shall provide a copy of the appeal to the department entity that managed the contract and the BDE Bureau Chief. The Deputy Director of Highways reviews the documentation file and the evaluation, and meets with the consultant and the department entities involved.
4. If the consultant remains unsatisfied with the results after meeting with the Deputy Director of Highways, the consultant may file a written appeal with the Director of Highways within 14 days of the final action by the Deputy Director of Highways.
5. The appeal shall state specifically the basis of the appeal and the reasons why the decision by the Deputy Director of Highways is incorrect. No new issues may be raised.
6. The Director will review all the information submitted with the appeal. The director may request a meeting with the consultant. The consultant will be notified in writing of the Director’s decision. The decision of the Director will be final.

Note this appeal process replaces the existing appeals process currently contained in Section 8-4.05(k) of the BDE Manual. It will be formally added to the manual at the earliest opportunity.

Notice Of IDOT ELECTRONIC ENGINEERING CONSULTANT SUBSCRIPTION SERVICE November 10, 2010

To receive updates related to the Prequalification of Consultant Engineering Firms, the Publishing of the Professional Transportation Bulletin, or other information related to Consultant Engineering through the free subscription service; please follow the instructions for subscribing. The information for both these items will be automatically e-mailed to the subscriber upon release.

Located at: <http://www.dot.il.gov/desenv/ptbsubsc.html>

Instructions to Subscribe

Please Note:

By subscribing to the IDOT-PTB list, you will receive both the Prequalification of Consultant Engineering Firms list as well as the Professional Transportation Bulletin

Prepare an e-mail to the IDOT Subscription Server by using the following e-mail address as noted below:

1. Address the e-mail message to: subscribe-dot-ptb@lists.illinois.gov
2. Send message
3. A confirmation e-mail will be sent to the subscriber asking them to reply or click a link.

Instructions to Unsubscribe

Prepare an e-mail to the IDOT Subscription Server by using the following e-mail address as noted below:

1. Address the e-mail message to: unsubscribe-dot-ptb@lists.illinois.gov
2. Send the message.
3. A confirmation e-mail will be sent to you removing you from the subscription list.

CONSULTANT STATEMENTS OF INTEREST CHECK SHEET

August 1, 2010

IDOT is encouraging the use of this check sheet. We continue to receive submittals with errors. With the apparent lack of quality control in the Statement of Interest submittals, we are providing a check sheet for your use. Do not submit this document; it is intended as tool to help in your quality control process. Do not send.

☐ Downloaded and used most current forms <http://www.dot.il.gov/desenv/deform.html>

Statements of Interest for each item must be submitted as an adobe.pdf and labeled as described in the e-mail instructions. Use your SOI CODE that's provided at the top of your firm's prequalification sheet. This sheet is provided with your firm's prequalification letter sent out on an annual basis.

IDOT has frequently asked questions for submitting SOI's available in the PTB and at <http://www.dot.il.gov/desenv/FAQ.html>

☐ Followed the e-mail instructions for submitting
<http://www.dot.il.gov/desenv/ptb/ptbemailinstructions.pdf>

Statements of Interest for each item must contain the following and be **received** between the time of Publish Date and the SOI due date, at 12:00 p.m. (Note: Sending before 12:00 p.m. does not guarantee that we receive before noon.)

☐ All requested data in advertisement is included (list specific items requested in advertisement).

Reviewed advertisement and included:

☐ **Exhibit A (BDE XHBT-A)** (required with every SOI)

☐ Correct PTB & Item Number (one specific to each PTB/ITEM)

☐ City, phone, e-mail provided

☐ Signed and dated

☐ Key personnel completed (personnel resumes attached)

☐ Subconsultant information, Firm name, category of work being performed, and DBE noted (if applicable) (If a DBE goal is listed, the firm(s) the prime will be using to meet this goal are shown at this location).

☐ Mentor Protégé information included, Firm Name that is the protégé and the category of work they will be doing.

☐ **Exhibit B (BDE XHBT-B)** (when applicable)

☐ The first portion (items 1 to 3) is required when Reconstruction/Major Rehabilitation or New Construction/Major Reconstruction categories in the **Location/Design Study** Work Category are requested in the advertisement.

CONSULTANT STATEMENTS OF INTEREST CHECK SHEET

August 1, 2010

Exhibit B (BDE XHBT-B) (continued)

- ☐ The second portion **Environmental Work** is to be completed when Environmental Assessment or Environmental Impact Statements categories are requested in the advertisement.

Staffing for disciplines listed below, matches staffing on Prequalified Environmental Staff document sent to your firm from IDOT.

- ☐ Environmental Lead
- ☐ Noise
- ☐ Water Quality
- Ecology Wetlands & Associated Aquatic Resources
- Biological Resources (other than Wetlands)
- ☐ Community Impacts
- ☐ Public Involvement
- ☐ Technical Writing

If submitting for one or ten items, each of these documents is required to be submitted as a separate adobe.pdf file for each Professional Transportation Bulletin (one for each PTB)

- Current Obligations (BDE CUR-OB) (Prime)
 - ☐ Firm name
 - ☐ Correct PTB #
 - ☐ Item #'s listed match Items being submitted
 - ☐ Dollar amounts are the most current (if selected on Previous PTB include estimated \$'s)
 - ☐ Phase III (construction Inspection work \$'s are completed)
- Consultant's Disclosure Statement; Form A, Financial Information & Potential Conflicts of Interest Disclosure; Form B, Other Contracts & Procurements Related Information Disclosure (BDE DISC 2 Template)(Consultants))(Prime)

Page 1 Completed:

- ☐ PTB #
- ☐ Firm Name

Form A Completed:

- ☐ Firm Name
- ☐ Address, Phone, E-mail, & Fax

CONSULTANT STATEMENTS OF INTEREST CHECK SHEET

August 1, 2010

Form A continued

Individual Information Completed when applicable:

- ☐ Name
- ☐ Address
- ☐ Conflicts/Communications/Debarment

Applicable or Not Applicable Statements

- ☐ Signed
- ☐ Dated correctly

Form B Completed:

- ☐ Firm Name
- ☐ Address, Phone, E-mail, & Fax
- ☐ Dated correctly
- ☐ Signed

- **Disclosure of Business Operations in Iran (BDE 2900) (Prime)**

- ☐ Correct PTB #
- ☐ Item #'s listed match Items being submitted
- ☐ Firm Name
- ☐ Signed
- ☐ Dated correctly

- **Delinquent Debt Certification (BDE 3000) (Prime & Subconsultants)**

- **(this is one adobe file with the prime and sub, do not submit multiple files)**

- ☐ Correct PTB #
- ☐ Item #'s listed match Items being submitted
- ☐ Firm Name
- ☐ Dated correctly
- ☐ Signed
- ☐ Subconsultants listed are correct and listed items are correct
- ☐ Subconsultant's delinquent debt included
- ☐ One Adobe file created that contains prime and subs debt certification

Notice of **Consultant Engineering** **Mentor Protégé Program**

Effective December 23, 2009
Revised 02-04-10

Firms wishing to participate in the Mentor Protégé program should indicate in their Statement of Interest e-mail the Item number(s) they are planning on participating.

For Example in the body of the E-mail message include “Firm ABC is interested in participating in the Mentor Protégé Program on items 2, 5 and 10.”

Also, the Exhibit A has been modified to include Mentor Protégé data. The Exhibit A document is available on the website at <http://www.dot.il.gov/desenv/deform.html>

Guidelines, implementation, and a sample development plan are available on our website at <http://www.dot.il.gov/consultmentor.html>

Frequently Asked Questions for Submitting Statements of Interest for Professional Transportation Bulletin

4-28-11

The frequently asked questions are available at <http://www.dot.il.gov/desenv/FAQ.html>
Professional Transportation Bulletin is available at <http://www.dot.il.gov/desenv/ptb.html>
To become a prequalified consultant go to <http://www.dot.il.gov/desenv/pregcons.html>

1. **Question:** Where do I submit my electronic Statement of Interest?

Answer: As stated in each advertisement and in the E-mail Instructions all submittals go to SOIPTB@dot.il.gov

2. **Question:** When do I submit my electronic Statement of Interest (SOI)?

Answer: The Statement of Interest due date and time are listed on the front cover of the PTB. If it is not **received** by 12:00 p.m. on the due date it will not be considered, that includes partial submittals. A complete submittal must be received before 12:00 p.m., which includes all required forms. If the SOI item is received at 11:59 a.m. and the forms are received in a separate e-mail at 12:01 p.m., your firm will not be considered for the PTB. Firms have 3 weeks to submit Statements of Interest, and we accept Statements of Interest from publish date to 12:00 p.m. on the due date.

3. **Question:** Where are the latest forms?


Answer: In the Professional Transportation Bulletin there is a bookmark titled Forms, which links to the website. There is also a link in the Guidelines, and a link in the E-mail Instructions. <http://www.dot.il.gov/desenv/deform.html>

4. **Question:** Why do I have to keep the footer with document name and why use the latest form?

Answer: IDOT is ISO certified. When IDOT is audited, The ISO Auditors ask, "How do you know the correct form is being used?" The footer with the document name and revision are the proof required.

5. **Question:** The footer disappears when I insert the Exhibit A/B file. How do I keep the footer?

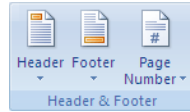
Answer: There are two options

- If you are using Microsoft Word 2003, you need to insert a section break. Per Word help, "To create a different header or footer for a section, you need to break the connection between the sections. Click in the section for which you want to create a different header or footer. On the **Header and Footer** toolbar, click **Link to Previous**  to break the connection between the header and footer in the current section and the previous one."
- If you are using Microsoft Word 2007, Starting at the beginning of the document, click in the first section for which you want to vary the


Frequently Asked Questions for Submitting Statements of Interest for Professional Transportation Bulletin

4-28-11

header or footer. On the **Insert** tab, in the **Header & Footer** group, click **Header** or **Footer**.



Click **Edit Header** or **Edit Footer**.

On the **Headers & Footers** tab, in the **Navigation** group, click **Link to Previous**  to break the connection between the header or footer in this section and the previous section.

OR

- Complete the word file, convert to adobe, and then insert the file in to your already converted PDF Statement of Interest.

6. **Question:** Does the Prime have to be prequalified in the requested categories in the advertisement or can we sub that work out?

Answer: Yes, the prime is required to have the prequalification. It states in the guidelines:
The firm acting as the prime must be prequalified in all of the prequalification categories requested in the project advertisement even if they plan to subcontract part of the project, except where noted in a specific project advertisement.

Also, in every advertisement it states:

“The prime firm must be prequalified in the following categories to be considered for this project”: This means the prime is required to be prequalified in the listed categories.

7. **Question:** In the advertisements it sometimes states:
- The person who will perform/supervise the work in the area of drainage calculations and preparation of the Drainage Report (must be an Illinois Licensed Professional Engineer). Location Drainage prequalification category requirement may be completed by Sub and/or Prime)
 - The person who will be in charge of surveys (must be an Illinois Licensed Professional Land Surveyor). Surveys prequalification category requirement may be completed by Sub and/or Prime)
 - The person who will perform/supervise the work in the area of geotechnical analysis and the preparation of the Structure Geotechnical Report (must be an Illinois Licensed Professional

**Frequently Asked Questions for Submitting Statements of Interest for
Professional Transportation Bulletin
4-28-11**

Engineer). Geotechnical Services, Structure Reports Geotechnical (SGR) prequalification category requirement may be completed by Sub and/or Prime.

How do we address this in our submittal?

Answer: In these instances, if the prime is prequalified they may use their staff. If the prime is prequalified or if not prequalified for those categories, a subconsultant that is prequalified in the requested category may be used.

For example in the **Exhibit A** if using a sub, fill out as shown

Other Required Key Staff:

Name Required Prequalification Category :	
Surveying	
*Name	John Doe @ ABC Engineering
Category	PLS (PE, SE, LS)
Registration #	035-123456
Year Registered	1998 State IL
Office Location:	
City	Chicago State IL

8. **Question:** The advertisement has a DBE Goal. Where & how do we address in our Statement of Interest?

Answer: In the **Exhibit A** on page 3 of 3, there is the following statement: "List Subconsultant(s) and the item(s) of work that they will perform." This is where the firm lists all subs including DBE's. Example: ABC Engineering, DBE, will perform surveying services.

9. **Question:** The **Exhibit A** on page 3 of 3 asks:
Firm is proposing a Mentor-Protégé on this project: Yes ☐ No ☐

Name of Protégé Firm	Areas of work (prequalification category(ies) they will be participating in

What are we required to include in the above?

Answer: First check yes or no. If yes, include the name of the firm that will be the protégé and which prequalification category they will be mentored to do.

Example:

Firm is proposing a Mentor-Protégé on this project: Yes ☒ No ☐

Name of Protégé Firm	Areas of work (prequalification category(ies) they will be participating in
ABC Engineering	Location Design Studies (Rehabilitation)

Frequently Asked Questions for Submitting Statements of Interest for
Professional Transportation Bulletin
4-28-11

10. **Question:** The advertisement states: The Environmental Lead, who will be responsible for the day-to-day management of the environmental work effort, and persons responsible for all environmental disciplines including air quality, water quality, traffic noise, community impacts and ecology. Environmental staffing on **Exhibit B** must match the staffing presented and approved in the firm's most recent Statement of Experience and Financial Condition. Where do I find the approved staffing?

Answer: Every firm prequalified in environmental assessment receives as part of the prequalification response, a document that has a listing of who is qualified for lead and each discipline and at what level, EA or EIS. The personnel on the document titled "Prequalified Environmental Staff" are the staff that must appear on Exhibit B.

11. **Question:** The Advertisement states the required prequalification category is **Location/Design Studies (Reconstruction/Major Rehabilitation)**. Is the firm required to submit an Exhibit B?

Answer: Yes, it's required per the guidelines: 6) Projects involving Location Design Studies (Reconstruction/Major Rehabilitation and New Construction/Major Reconstruction) and all Environmental Reports (Environmental Assessment and Environmental Impact Statements) require completion of **Exhibit B**. Only the first section is required for Location Design Studies,

Location/Design Study Work

*This portion to be completed when projects require Location Design Studies
(Reconstruction/Major Rehabilitation or New Construction/Major Reconstruction)*

For projects requiring Environmental Reports, the second portion is required
Environmental Work

*This portion to be completed when projects require Environmental Reports
(Environmental Assessment or Environmental Impact Statements)*

The request in the advertisement for Exhibit B is done as a courtesy.

12. **Question:** The guidelines say no more than 2 pages for firm's interest in performing the work. The advertisement requests additional data such as:

- Statements of Interest must also include the proposed Quality Assurance/Quality Control (QA/QC) plan for the project design, including calculations and check-set plans and specifications as deliverables.

Or

- Statements of Interest must include details of how the Consultant will accomplish the work, a schedule for completing the work in the prescribed time, the firm's capability, and project team experience for similar projects, an organizational chart for the project, etc.

**Frequently Asked Questions for Submitting Statements of Interest for
Professional Transportation Bulletin
4-28-11**

Can we go over the 2 page limit?

Answer: The guidelines also state, “8) In addition to the above requirements, any other information specifically requested in the project advertisement should also be included in the submittal.” The 2 page limit is separate from the additional requirements that may be requested in the advertisement. Your firm may not be considered if not all information requested in the advertisement is provided.

13. **Question:** Can we include pictures, charts, graph's?

Answer: Yes, but we have a limitation on receiving files. Our system can only accept files under 2MB.

14. **Question:** Our Statement of Interest files are very large. Can we break up the file and send in multiple e-mails?

Answer: Yes, but first look at why it's so large. Is everything scanned; are large picture files included, etc. Converting existing files to Adobe and limiting graphics can reduce the size of a file significantly.

As stated in the E-mail Instructions,
Complete the word documents then convert them to the Adobe PDF for submittal. The size limitation on an incoming e-mail to IDOT is **2 MB**. If you exceed this limit, you must separate contents into multiple e-mails. Identify the number of e-mails being sent, (i.e. 1 of 3). Scanned images, color graphics, and photographs, which are converted to Adobe Portable Document Files (PDF) files, can become very large, use sparingly if at all.

15. **Question:** Our firm wants to do a joint venture (JV). Does IDOT have a JV agreement form?

Answer: No, IDOT does not have a form. It is up to the Consultants entering into a JV to submit the JV agreement as part of the Statement of Interest. See recurring notice “**NOTICE FOR JOINT VENTURE**”

16. **Question:** What are common errors made by consultants when submitting a Statement of Interest?

Answer: Waiting until the last minute to complete the Statements of Interest and using old SOI's with no quality control check.

Required forms and typical problems	
Document	Problem(s)
Current Obligations Example attached BDE CUR-OB	(wrong form, addition errors, \$'s not included for latest selection information, Construction Inspection work more than total work shown) (review instructions)

**Frequently Asked Questions for Submitting Statements of Interest for
Professional Transportation Bulletin
4-28-11**

Required forms and typical problems continued	
Document	Problem(s)
Delinquent Debt Example attached BDE 3000	(not signed/dated, subconsultants not included, doesn't match first page, i.e. prime has sub working on item 2 and 4, sub lists working on 2 and 6)
Disclosure BDE DISC 2 Template (Consultants)	(not signed/dated, only partial submittal, missing form A or B or no disclosure included) A complete disclosure is required with every Professional Transportation Bulletin, IDOT is unable to authorize the firm to do work if disclosure is not clear.
Exhibit A Example attached BDE XHBT-A	(nothing in footer to indicate which form used, old form used, not signed/dated, city not indicated, DBE and work they are performing are not listed all requested personnel in advertisement not included.
Exhibit B BDE XHBT-B	(not included, nothing in footer to indicate which form used, old form used although new revised date shown in footer) Personnel listed did not match Approved Environmental Staffing plan)
Iran Disclosure Example attached BDE 2900	(not signed/dated or included)
Miscellaneous	(Late, partial submittal, sent to wrong e-mail address, etc.)

NEW:

The forms for Current Obligations, Delinquent Debt, Exhibit A, and the Iran Disclosures have been completed and are attached as examples of how to correctly fill out for submittal.

Forms are located at: <http://www.dot.il.gov/desenv/deform.html>



Consultant's Current Obligations for Statements of Interest

Item(s) # 4, 12, & 22

Your Firm as Prime Consultant

Your Firm as Subconsultant To:

Note: The start date for the 0-6 months will be the date of this PTB

Firm Name ABC Engineering **PTB #** 151 **Item(s) #** 4, 12, & 22

Work By Your Transportation Staff for Other Than the Illinois Department of Transportation

	Total Agreement Amount (000's)	Fee to be Earned		
		0-6 mos. (000's)	7-18 mos. (000's)	>18 mos. (000's)
City of Chicago	N/A			
Illinois State Toll Authority	750	350	250	150
All Other Work (Public & Private)	1,000	300	400	300
Total Non-IDOT		650	650	450

Note: The start date for the 0-6 months will be the date of this PTB

Summary of Work

(DO NOT TYPE IN THIS AREA-AUTO FILL IN)

Totals for Firm	0-6 mos. (000's)	7-18 mos. (000's)	>18 mos. (000's)
As Prime (from page 1)	950	350	250
As Subconsultant (from page 1)	175	25	50
For Non-IDOT (from table above)	650	650	450
Total	1775	1025	750

Work by Your Transportation Staff for all Construcion Inspection, Phase III Projects:

	Total Agreement Amount (000's)	Fee to be Earned		
		0-6 mos. (000's)	7-18 mos. (000's)	>18 mos. (000's)
Phase III Work	500	100	300	100



PTB # 151 & Item(s) # 4, 12, & 22

Delinquent Payment. The CONSULTANT certifies that it, or any affiliate, is not barred from being awarded a contract under 30 ILCS 500. Section 50-11 prohibits a person from entering into a contract with a State agency if it knows or should know that it, or any affiliate, is delinquent in the payment of any debt to the State as defined by the Debt Collection Board. Section 50-12 prohibits a person from entering into a contract with the State agency if it, or any affiliate, has failed to collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the Illinois Use Tax Act. The CONSULTANT further acknowledges that the contracting State agency may declare the contract void if this certification is false or if the CONSULTANT or any affiliate is determined to be delinquent in the payment of any debt to the State during the term of the contract.

I certify that ABC Engineering with the FEIN or SSN of 555-55-5555
(Firm Name)

is in compliance with the Delinquent Payment Statement as stated above.

Jane Doe
Signature

2-17-10
Date

List all known subconsultants and the PTB item(s):

JKays Civil Firm (Item 4 & 12)
Megs Structural Creations (Items 12 & 22)

One Adobe PDF document must be submitted with the Statement of Interest for the prime and the single file must contain each known subconsultant the prime will be using.

Label with firm code and DP and submit as an Adobe PDF document.

Example:

Firm SOI CODE: (abcDP.pdf) this would be one document containing the prime's statement of compliance and this file would also contain the subconsultant(s) certification of compliance.



PTB # 151 & Item(s) # 4 & 12

Delinquent Payment. The CONSULTANT certifies that it, or any affiliate, is not barred from being awarded a contract under 30 ILCS 500. Section 50-11 prohibits a person from entering into a contract with a State agency if it knows or should know that it, or any affiliate, is delinquent in the payment of any debt to the State as defined by the Debt Collection Board. Section 50-12 prohibits a person from entering into a contract with the State agency if it, or any affiliate, has failed to collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the Illinois Use Tax Act. The CONSULTANT further acknowledges that the contracting State agency may declare the contract void if this certification is false or if the CONSULTANT or any affiliate is determined to be delinquent in the payment of any debt to the State during the term of the contract.

I certify that JKays Civil Firm with the FEIN or SSN of 888-88-8888
(Firm Name)

is in compliance with the Delinquent Payment Statement as stated above.

Jessica Smith
Signature

2-16-10
Date

List all known subconsultants and the PTB item(s):

N/A

One Adobe PDF document must be submitted with the Statement of Interest for the prime and the single file must contain each known subconsultant the prime will be using.

Label with firm code and DP and submit as an Adobe PDF document.

Example:

Firm SOI CODE: (abcDP.pdf) this would be one document containing the prime's statement of compliance and this file would also contain the subconsultant(s) certification of compliance.



PTB # 151 & Item(s) # 12 & 22

Delinquent Payment. The CONSULTANT certifies that it, or any affiliate, is not barred from being awarded a contract under 30 ILCS 500. Section 50-11 prohibits a person from entering into a contract with a State agency if it knows or should know that it, or any affiliate, is delinquent in the payment of any debt to the State as defined by the Debt Collection Board. Section 50-12 prohibits a person from entering into a contract with the State agency if it, or any affiliate, has failed to collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the Illinois Use Tax Act. The CONSULTANT further acknowledges that the contracting State agency may declare the contract void if this certification is false or if the CONSULTANT or any affiliate is determined to be delinquent in the payment of any debt to the State during the term of the contract.

I certify that Megs Structural Creations with the FEIN or SSN of 999-99-9999
(Firm Name)

is in compliance with the Delinquent Payment Statement as stated above.

Megan Jones
Signature

2-16-10
Date

List all known subconsultants and the PTB item(s):

N/A

One Adobe PDF document must be submitted with the Statement of Interest for the prime and the single file must contain each known subconsultant the prime will be using.

Label with firm code and DP and submit as an Adobe PDF document.

Example:

Firm SOI CODE: (abcDP.pdf) this would be one document containing the prime's statement of compliance and this file would also contain the subconsultant(s) certification of compliance.



EXHIBIT A

PTB # 151 **& Item #** 04

Proposed Staff, Subconsultants and Current Transportation Obligations

I certify that I am the Vice President of the firm of ABC Engineering and that I have thoroughly reviewed our existing and pending obligations for services by our Transportation Technical Staff **(including work for which selection has been made but negotiations and/or agreement execution have not been finalized)** during the ensuing year(s) to all of our clients on any type of project and have included them on the Current Obligations Form. If we are selected for this project, we will assign it as a top priority project with the following minimum staff for the full term of the contract. The office location from which a majority of the work for this project will be performed is:

(City) Engineering Town (State) IL

Signature: Jane L. Doe

Print Name: Jane Doe Phone: 555-555-5555 Fax: 556-556-5656

Date: 2-21-2010 E-mail: J.Doe@abcengineering.com

Project Manager :	Project Engineer :
Name <u>Sam Smith</u>	Name <u>John Roads</u>
Category <u>PE</u> (PE, SE, LS)	Category <u>PE</u> (PE, SE, LS)
Registration # <u>062-11-1111</u>	Registration # <u>062-22-1111</u>
Year Registered <u>2000</u> State <u>IL</u>	Year Registered <u>1999</u> State <u>IL</u>
Office Location:	Office Location:
City <u>Engineering Town</u> State <u>IL</u>	City <u>Engineering Town</u> State <u>IL</u>

QC/QA Roadway :	QC/QA Structures:
*Name <u>Jane Doe</u>	*Name <u>N/A</u>
Category <u>PE</u> (PE, SE, LS)	Category <u></u> (PE, SE, LS)
Registration # <u>062-33-1111</u>	Registration # <u></u>
Year Registered <u>1999</u> State <u>IL</u>	Year Registered <u></u> State <u></u>
Office Location:	Office Location:
City <u>Engineering Town</u> State <u>IL</u>	City <u></u> State <u></u>

Other Required Key Staff:

Name Required Prequalification Category :	Name Required Prequalification Category:
Surveying	Location Drainage
*Name <u>Jessica Smith @ JKay's Civil Firm</u>	*Name <u>John Roads</u>
Category <u>LS</u> (PE, SE, LS)	Category <u>PE</u> (PE, SE, LS)
Registration # <u>035-11-1111</u>	Registration # <u>062-22-1111</u>
Year Registered <u>2002</u> State <u>IL</u>	Year Registered <u>1999</u> State <u>IL</u>
Office Location:	Office Location:
City <u>Civil City</u> State <u>IL</u>	City <u>Engineering Town</u> State <u>IL</u>

*If work is being done by a subconsultant, list firm name also.

Other Required Key Staff:

Name Required Prequalification Category :	Required Prequalification Category:
*Name _____	*Name _____
Category _____ (PE, SE, LS)	Category _____ (PE, SE, LS)
Registration # _____	Registration # _____
Year Registered _____ State _____	Year Registered _____ State _____
Office Location _____	Office Location _____
City _____ State _____	City _____ State _____

Name Required Prequalification Category :	Name Required Prequalification Category:
*Name _____	*Name _____
Category _____ (PE, SE, LS)	Category _____ (PE, SE, LS)
Registration # _____	Registration # _____
Year Registered _____ State _____	Year Registered _____ State _____
Office Location _____	Office Location _____
City _____ State _____	City _____ State _____

Name Required Prequalification Category :	Name Required Prequalification Category:
*Name _____	*Name _____
Category _____ (PE, SE, LS)	Category _____ (PE, SE, LS)
Registration # _____	Registration # _____
Year Registered _____ State _____	Year Registered _____ State _____
Office Location _____	Office Location _____
City _____ State _____	City _____ State _____

Name Required Prequalification Category :	Name Required Prequalification Category:
*Name _____	*Name _____
Category _____ (PE, SE, LS)	Category _____ (PE, SE, LS)
Registration # _____	Registration # _____
Year Registered _____ State _____	Year Registered _____ State _____
Office Location _____	Office Location _____
City _____ State _____	City _____ State _____

*If work is being performed by a subconsultant, list firm name also.
Attach resumes of above-listed personnel.

Management	Professionals	Sub-professionals
Total <u>2</u>	Engineers <u>3</u> Land Surveyors <u>1</u> Architects <u>0</u> Others <u>0</u> Total <u>4</u>	Technicians <u>3</u> Draftsmen <u>2</u> Survey Crew <u>2</u> Clerical <u>2</u> Other <u>1</u> Total <u>10</u>
		Total Project Staff 14

EXHIBIT A CONTINUED

PTB # 151 & **Item #** 04

Firm will complete project within estimated time listed in the project advertisement. Yes ☒ No ☐

If **Yes**, provide completion date and/or number of months. Per the advertisement 24 months

If **No**, explain:

List all Subconsultant(s) and denote if sub is a DBE; and the item(s) [category(ies)] of work they will perform.
JKays Civil Firm (DBE) surveying services

Firm is Proposing a Mentor-Protégé on this project: Yes ☐ No ☒

Name of Protégé Firm	Areas of work (prequalification category(ies) they will be participating in
----------------------	---

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>



EXHIBIT A

PTB # 151 **& Item #** 12

Proposed Staff, Subconsultants and Current Transportation Obligations

I certify that I am the Vice President of the firm of ABC Engineering and that I have thoroughly reviewed our existing and pending obligations for services by our Transportation Technical Staff **(including work for which selection has been made but negotiations and/or agreement execution have not been finalized)** during the ensuing year(s) to all of our clients on any type of project and have included them on the Current Obligations Form. If we are selected for this project, we will assign it as a top priority project with the following minimum staff for the full term of the contract. The office location from which a majority of the work for this project will be performed is:

(City) Engineering Town (State) IL

Signature: Jane L. Doe

Print Name: Jane Doe Phone: 555-555-5555 Fax: 556-556-5656

Date: 2-21-2010 E-mail: J.Doe@abcengineering.com

Project Manager :	Project Engineer :
Name <u>Sam Smith</u>	Name <u>James Bridges</u>
Category <u>PE</u> (PE, SE, LS)	Category <u>PE/SE</u> (PE, SE, LS)
Registration # <u>062-11-1111</u>	Registration # <u>062-22-1111 & 081-11-1111</u>
Year Registered <u>2000</u> State <u>IL</u>	Year Registered <u>99/01</u> State <u>IL</u>
Office Location:	Office Location:
City <u>Engineering Town</u> State <u>IL</u>	City <u>Engineering Town</u> State <u>IL</u>

QC/QA Roadway :	QC/QA Structures:
*Name <u>Jane Doe</u>	*Name <u>Megan Jones @ Megs Structural Creations</u>
Category <u>PE</u> (PE, SE, LS)	Category <u>SE</u> (PE, SE, LS)
Registration # <u>062-33-1111</u>	Registration # <u>081-22-2222</u>
Year Registered <u>1999</u> State <u>IL</u>	Year Registered <u>2005</u> State <u>IL</u>
Office Location:	Office Location:
City <u>Engineering Town</u> State <u>IL</u>	City <u>Rolling Roads</u> State <u>IL</u>

Other Required Key Staff:

Name Required Prequalification Category : Surveying	Name Required Prequalification Category: Location Drainage
*Name <u>Jessica Smith @ JKays Civil Firm</u>	*Name <u>John Roads</u>
Category <u>LS</u> (PE, SE, LS)	Category <u>PE</u> (PE, SE, LS)
Registration # <u>035-11-1111</u>	Registration # <u>062-22-1111</u>
Year Registered <u>2002</u> State <u>IL</u>	Year Registered <u>1999</u> State <u>IL</u>
Office Location:	Office Location:
City <u>Civil City</u> State <u>IL</u>	City <u>Engineering Town</u> State <u>IL</u>

*If work is being done by a subconsultant, list firm name also.

Other Required Key Staff:

Name Required Prequalification Category : Structures Simple	Required Prequalification Category:
*Name <u>Paul Jems</u>	*Name _____
Category <u>SE</u> (PE, SE, LS)	Category _____ (PE, SE, LS)
Registration # <u>081-11-1111</u>	Registration # _____
Year Registered <u>2006</u> State <u>IL</u>	Year Registered _____ State _____
Office Location _____	Office Location _____
City <u>Rolling Roads</u> State <u>IL</u>	City _____ State _____

Name Required Prequalification Category :	Name Required Prequalification Category:
*Name _____	*Name _____
Category _____ (PE, SE, LS)	Category _____ (PE, SE, LS)
Registration # _____	Registration # _____
Year Registered _____ State _____	Year Registered _____ State _____
Office Location _____	Office Location _____
City _____ State _____	City _____ State _____

Name Required Prequalification Category :	Name Required Prequalification Category:
*Name _____	*Name _____
Category _____ (PE, SE, LS)	Category _____ (PE, SE, LS)
Registration # _____	Registration # _____
Year Registered _____ State _____	Year Registered _____ State _____
Office Location _____	Office Location _____
City _____ State _____	City _____ State _____

Name Required Prequalification Category :	Name Required Prequalification Category:
*Name _____	*Name _____
Category _____ (PE, SE, LS)	Category _____ (PE, SE, LS)
Registration # _____	Registration # _____
Year Registered _____ State _____	Year Registered _____ State _____
Office Location _____	Office Location _____
City _____ State _____	City _____ State _____

*If work is being performed by a subconsultant, list firm name also.
Attach resumes of above-listed personnel.

Management	Professionals	Sub-professionals
Total <u>2</u>	Engineers <u>7</u> Land Surveyors <u>1</u> Architects <u>0</u> Others <u>0</u> Total <u>4</u>	Technicians <u>6</u> Draftsmen <u>2</u> Survey Crew <u>2</u> Clerical <u>1</u> Other <u>0</u> Total <u>11</u>
		Total Project Staff <u>15</u>

EXHIBIT A CONTINUEDPTB # 151 & Item # 12Firm will complete project within estimated time listed in the project advertisement. Yes ☒ No ☐If **Yes**, provide completion date and/or number of months. Per the advertisement 36 monthsIf **No**, explain:

List all Subconsultant(s) and denote if sub is a DBE; and the item(s) [category(ies)] of work they will perform.

JKays Civil Firm (DBE) surveying servicesMegs Structural Creations (Structures Highway: Typical)

Firm is Proposing a Mentor-Protégé on this project: Yes ☒ No ☐**Name of Protégé Firm****Areas of work (prequalification category(ies) they will be participating in**JKays Civil FirmHighways (Roads and Streets)



PTB # 151 **& Item #(s)** 4, 12, and 22

Public Act 95-0616 provides that each bid, offer, or proposal submitted for a State contract shall include a disclosure of whether or not the Company acting as the bidder, offeror, or proposing entity, or any of its corporate parents or subsidiaries, within the 24 months before submission of the bid, offer, or proposal had business operations that involved contracts with or provision of supplies or services to the Government of Iran, companies in which the Government of Iran has any direct or indirect equity share, consortiums or projects commissioned by the Government of Iran, or companies involved in consortiums or projects commissioned by the Government of Iran and either of the following conditions apply:

- (1) More than 10% of the Company's revenues produced in or assets located in Iran involve oil-related activities or mineral-extraction activities; less than 75% of the Company's revenues produced in or assets located in Iran involve contracts with or provision of oil-related or mineral-extraction products or services to the Government of Iran or a project or consortium created exclusively by that government; and, the Company has failed to take substantial action.
- (2) The Company has, on or after August 5, 1996, made an investment of \$20 million or more, or any combination of investments of at least \$10 million each that in the aggregate equals or exceeds \$20 million in any 12-month period, which directly or significantly contributes to the enhancement of Iran's ability to develop petroleum resources of Iran.

The terms "Business Operations", "Company", "Mineral-extraction Activities", "Oil-related Activities", "Petroleum Resources", and "Substantial Action" are all defined in the Act.

Failure to make the disclosure required by the Act shall cause the bid, offer, or proposal to be considered not responsive. The disclosure will be considered when evaluating the bid, offer, or proposal or awarding the contract. The name of each Company disclosed as doing business or having done business in Iran will be provided to the State Comptroller.

To be in compliance with the Disclosure of Business Operations in Iran, check the appropriate statement:

- ☒ **Company has no business operations in Iran to disclose.**
- ☐ **Company has business operations in Iran as disclosed in the attached document(s).**

The following must be signed and dated by a person authorized to execute contracts for the offeror.

THE FOLLOWING STATEMENT MUST BE SIGNED AND DATED

<u>ABC Engineering</u> Name of Firm (type or print)	
<u>Jane L. Doe</u> Name of Authorized Representative (type or print)	
<u>Vice President</u> Title of Authorized Representative (type or print)	
<u>Jane L. Doe</u> Signature of Authorized Representative	<u>02-18-2010</u> Date

To submit, use Consultant firm code, followed by DISCIR.

Example: Firm Code "ABC" submittal would be ABCDISCIR.pdf (Required From Prime Only)

Return To: Cement and Concrete Reference Laboratory
At NIST
100 Bureau Drive, Stop 8616
Gaithersburg, Maryland 20899-8618
Phone: 301-975-6704
Fax: 301-975-2243
Email: ccrl@nist.gov

APPROVAL TO RELEASE CCRL PROFICIENCY SAMPLE RESULTS TO:

Name: Mark Gawedzinski, BMPR Pre-Qualification Coordinator
Company: Illinois Department of Transportation
Bureau of Materials and Physical Research
Address: Springfield, Illinois
Email Address: mark.gawedzinski@illinois.gov
Phone: 217-782-2799

For:

Laboratory Name: _____
Address: _____

Phone Number: _____
CCRL Laboratory Number: _____

I hereby give permission to CCRL to release copies of proficiency sample reports:

Signature (mandatory) Date

Print Name

Print Title

E-mail Address

This release remains in effect as long as this laboratory participates in the CCRL proficiency sample program.

NOTICE
Effective January 24, 2008

Illinois Department of Transportation
Requirements for Verification of Quality Assurance Consultants Enrollment in
the AMRL Proficiency Assessment Program

As part of the prequalification process, Consultants wanting to become precertified as a Quality Assurance Consultant must be enrolled in the AASHTO AAP Proficiency Assessment Program. IDOT now requires consultants enrolled in the program allow IDOT access to their proficiency ratings via the AASHTO AMRL web site. In order to meet the terms of this requirement, as part of the prequalification process, each consultant is directed to the AASHTO web site at:

<http://amrl.net>

Log in to the site as you would to report your firms' proficiency assessment results. Once the firm has logged into the AASHTO web site, complete the following steps:

- Select the black "My Lab" tab at the top of the page.
- Then Under Lab Account in the left column, select Manage PSP Specifiers.
- Select Add New Specifier and then from the dropdown list, select IL Dept of Transportation.
- Select Configure Enrollment Specifiers.
- Make the following samples available for evaluation with unlimited time periods:

AASHTO (Illinois Modified)	ASTM	Description
AGGREGATES		
T 11 (IL)	C117	75-µm (No. 200) by Washing
T 27 (IL)	C136	Sieve Analysis of Fine and Coarse Aggregates
T 84 (IL)	C128	Specific Gravity and Absorption of Fine Aggregate (Slag Labs Only)
T 85 (IL)	C127	Specific Gravity and Absorption of Coarse Aggregate (Slag Labs Only)
HOT-MIX ASPHALT		
T 166 (IL)	D2726	Bulk Specific Gravity
T 209 (IL)	D2041	Maximum Specific Gravity
T 312 (IL)		Superpave Gyratory compaction
T 308 (IL)		Asphalt Binder Content by Ignition
CONCRETE		
T 22 (IL)	C 39	Compressive Strength of Cylinders
T 23 (IL)	C 31	Making and Curing Test Specimens in the Field
T 119 (IL)	C 143	Slump
T 121 (IL)	C 138	Weight, Yield, and Air Content
T 126 (IL)	C 192	Making and Curing Test Specimens in the Laboratory
T 152 (IL)	C 231	Air Content-Type A or B Pressure Method
T 196 (IL)	C 173	Air content by Volumetric Method (if performed)

- Select Next
- Select Finish

IDOT AMRL Proficiency Verification
Page 2

Once the process is complete, consultants will no longer be required to submit AASHTO AMRL Proficiency Results as part of the prequalification process.

Contact the Consultant Services Unit of the Illinois Department of Transportation, Bureau of Design and Environment at (217)-782-6916 or the Bureau of Materials and Physical Research at (217) 782-7200 if you require additional information.

David L. Lippert, P.E.
Engineer of Materials
And Physical Research

Notice for Department Manuals, Memorandums, & Rules

The following is available on our website: <http://www.dot.il.gov/dobuisns.html>

- [Aeronautics Part 14 Aviation Safety Rules](#)
- [Aeronautics Part 16 Airport Hazard Zoning Rules](#)
- [All Bridge Designer Memoranda](#)
- [Bureau of Bridges and Structures Documents, Manuals and Procedures](#)
- [Bureau of Construction Current Construction Memorandums](#)
- [Bureau of Design and Environment Manuals & Memorandums](#)
- [Bureau of Land Acquisition Policies and Procedures Manual Updates](#)
- [Coded Pay Items](#)
- [CREATE Manuals](#)
- [Land Acquisition Manual](#)
- [Bureau of Local Roads Circular Letters](#)
- [Bureau of Local Roads Manual](#)
- [Bureau of Safety Engineering Programs, Policies & Manuals](#)
- [Construction Manual](#)
- [Geotechnical Documents Manuals and Procedures](#)
- [Government Electronic Records Act](#)
- [IDOT Drainage Manual](#)
- [Illinois Highway Info System Roadway Info & Procedure Manual](#)
- [Illinois Highway Info System Structure Info & Procedure Manual](#)
- [Illinois Highway Info System Railroad Info & Procedure Manual](#)
- [Illinois Traffic Monitoring Program](#)
- [Manual on Uniform Traffic Control Devices](#)
- [Oversize/Overweight Permit Policy Manual](#)
- [Project Procedures Guide](#)
- [Quality Standard for Work Zone Traffic Control Devices](#)

The Highway Manuals Sales Order Forms (Highway Manual Order Form) is available at: <http://www.dot.il.gov/desenv/orderform.html>

NOTICE DBE FIRMS AND PROJECT GOALS

The firms noted on the List of Pre-qualified Consultants on IDOT's website (www.dot.il.gov/desenv/pregcons.html) are firms certified as a DBE in specified areas. It is the responsibility of any prime consultant firm to go to the **Illinois Unified Certification Program** web site (www.dot.il.gov/ucp/ucp.html) to verify the subconsultant is certified as a DBE in the area of work the sub will be performing on a specific project. Only the pre-qualified areas of work the DBE firm is certified in as a DBE will be considered toward the project's DBE goal.

Each list of tasks specified on a DBE's Cost Estimate Consultant Services (CECS) will be verified for DBE certification beginning January 1, 2007.

If you have any questions on DBE certification, please contact Carol Lyle in the Office of Business and Workforce Diversity.

“Special Notice Regarding Disadvantaged Business Enterprises”

The Illinois Department of Transportation (IDOT) has designated various projects advertised in the Professional Transportation Bulletin as requiring participation by Disadvantaged Business Enterprises (DBEs). As a condition for any firm to be considered for a project requiring DBE participation, it must subcontract a minimum of the designated percent to a DBE. Each firm's letter must include a statement that it intends to subcontract the designated percent to a DBE. The Exhibit A in the Statement of Interest must include the DBE Consultant and the category of work they are going to perform.

To be considered as a prime consultant or subconsultant, a DBE must be prequalified with IDOT's Division of Highways' Bureau of Design and Environment (BDE). IDOT's Bureau of Small Business Enterprises (SBE) maintains a Disadvantaged Business Enterprises Directory of certified DBEs for the purpose of providing a reference source to assist firms. You can view/print and download the most current listing of DBE firms at IDOT's web site <http://www.dot.il.gov> under “Doing Business” “Small Business Enterprises” “Disadvantaged Business Enterprises (DBE) Program/IL UCP DBE Directory.” DBE firms who are prequalified by BDE and are interested in performing consultant work are listed under the UCP Directory by Category, Architecture/Engineering Sorted by firm. Any firm desiring to subcontract work to firms that are not certified DBEs should encourage them to become certified by contacting SBE's Certification Section at (217) 782-5490.

Failure to assign at least the designated percent to one or more DBEs or to demonstrate that a good faith effort was made to assign the designated percent shall result in one of the following:

1. Notification to the prime consultant that the Agreement will not be signed until the percentage of DBE participation is met.
2. The Agreement will be signed with the understanding that payments to the prime consultant will be reduced by an amount determined by multiplying the total Agreement fee by the designated percent and subtracting the dollar value of DBE subcontracts.
3. Contract negotiations will be terminated.

Upon completion of the contract, should it be determined the prime consultant failed to assign the designated percent to an eligible DBE or demonstrated that a good faith effort was made to assign the designated percent as agreed upon, payment to the prime consultant will be reduced by the amount set forth in number 2 above.

A complaint regarding any decision rendered by or action by any Division or Office of IDOT pursuant to these requirements may be filed with the Secretary of IDOT.

NOTICE OF ELECTRONIC SIGNATURES

In order for us to verify your scanned in signature (on cover letters, Exhibit A, Disclosure Forms A and B, and Delinquent Payment Form) we request that you complete the Signature Certification for Electronic Submittals form and submit it to us in **hard-copy** immediately. A signature certification form must be completed for each individual that will be signing any of the above mentioned documents. **If you have previously submitted your Signature Certification and no new individual will be signing the documents you are not required to re-submit the document.**

Send Submittal to:
Illinois Department of Transportation
Ms. Janet Pisani
Bureau of Design and Environment
Attn: Consultant Unit (Room 330)
2300 South Dirksen Parkway
Springfield, IL 62764

If you have questions, please contact Carrie Kowalski at: Carrie.Kowalski@illinois.gov

Signature Certification for Electronic Submittal
--

Signature Certification For Electronic Submittals

I certify that my electronically scanned-in signature appearing in future electronic Statements of Interest and associated documents submitted by our firm is authorized to be affixed by the person doing so and will be binding on the firm.

(Firm) (Signature) (Title)

STATE OF _____

COUNTY OF _____ I, _____

a Notary Public in and for the County and State aforesaid, DO HEREBY CERTIFY that

known to me to be the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that (he/she) signed, sealed and delivered the said instrument as a free and voluntary act, for the uses and purposes therein set forth.

GIVEN under my hand and Notary Seal this _____ day of _____ A.D. _____

NOTARY PUBLIC

Notice
Of Requirement For
Illinois Department of Human Rights (IDHR)
Public Contract Number

Following selection, contract all proposal packages submitted to the Illinois Department of Transportation (IDOT) must contain the firm's IDHR number and the expiration date. The Department is required by law to require this number from all parties contracting with the State of Illinois. If your firm currently does not have an IDHR number the application form may be obtained from the following web-site http://www.state.il.us/dhr/Programs/DHR_PBCT.htm or may also be obtained by contacting: DHR, Public Contracts Section Public Contracts Division 100 W. Randolph, Suite 10-100 Chicago, IL 60601 or by calling: 312-814-2432 (TDD 312-263-1579)

NOTE: An IDHR public contract number is not required if the firm employs fewer than 15 employees.

Please be aware that, as of January 1, 2010, per Public Act 096-1786, all those filing for, *or renewing*, an IDHR number, will be charged a \$75.00 registration fee. Such registration will be valid for 5 years from the date of issuance.

Overtime Billing **for** **Engineering Consultant Contracts**

The engineering consultant firm may bill overtime in accordance with Section 2.86 of the Standard Agreement Provisions and the following. When the employee in the same pay period, has worked on more than one project, the amount premium wages charged to a project must be in direct proportion to the total number of hours the employee worked in that pay period. (i.e. total hours worked in pay period = 50 hours (10 of which are premium hours), 25 total hours for the pay period on the project, 5 hours of overtime may be charged to the project.)

NOTICE For Prequalification of Consultants & DBE Revisions

Prequalification:

As stated in each Professional Transportation Bulletin under the guidelines:

Consultant firms acting as prime must be prequalified in all of the advertised areas listed in the project advertisement even if they plan to subcontract part of the project, except where noted in a specific project advertisement. If the prime is not prequalified in the required category(s) stated in the project advertisement, that firm's Statements of Interest cannot be considered for the item.

Within the Statements of Interest (Exhibit A page 3 of 3) the prime must identify any subconsultants and the item(s) of work they will perform. Subconsultants must be prequalified in the category of work they will be performing.

Also as stated in the Standard Agreement Provisions: 2.24 SUBLETTING, ASSIGNMENT OR TRANSFER:

Subconsultants must be prequalified in accordance with the department requirements. For specialized services that are required but which do not fall into the areas of prequalification of the department, a non-prequalified firm may be used with department approval.

DBE Participation:

The U.S. DOT regulation, 49CFR Sec. 26.55(a), states, "When a DBE participates in a contract, you count only the value of the work actually performed by the DBE toward the DBE goals." The IDOT and U.S. DOT regulations further state:

When a DBE subcontracts part of the work its contract to another firm, the value of the subcontracted work may be counted toward DBE goals only if the DBE's subcontractor is itself a DBE. Work that a DBE subcontracts to a non-DBE firm does not count toward DBE goals.

Effective immediately all subconsultant proposals where a DBE is utilized for the main contract and it is necessary for them to obtain non professional services which would be listed as a direct cost, the amount of those services will not apply to the DBE goal. For example if a DBE geotechnical firm is being used and they use a non-DBE drilling company to do the borings, the cost for this work will not apply to the DBE goal.

However any direct costs incidental to doing the work, per diem, hotel costs etc. will still counted toward the goal.

NOTICE OF TRAINING OPPORTUNITY

Updated 4-24-09

LAKELAND COLLEGE TRAINING COURSES

Lakeland College will be conducting QC/QA Training again this year. Please visit the web-site for further information. Information or schedules can also be obtained by contacting Marlene Browning.

Kathy Willenborg
Lake Land College
5001 Lake Land Blvd.
Mattoon, IL 61938-9336
Phone: (217) 234-5285
Fax: (217) 234-5381 E-Mail: idotqcqa@lakeland.cc.il.us
Internet Homepage: <http://www.lakeland.cc.il.us/idotqcqa>

NATIONAL HIGHWAY INSTITUTE (NHI) COURSES

The National Highway Institute (NHI) Course listing as well as other pertinent information is available at the following address:

<http://www.nhi.fhwa.dot.gov/home.asp>

NATIONAL TRANSIT INSTITUTE (NTI) COURSES

The National Transit Institute (NTI) Course listing as well as other pertinent information is available at the following address:

<http://www.ntionline.com>